Guidelines for *Nota Bene*

Order of elements

Title
Author's Name (not to be included in initial submission for blind refereeing)
Author's Affiliation (not to be included in initial submission for blind refereeing)
Abstract
Keywords
Article
(Acknowledgments
(Funding information)
References
(Appendix)
Address for correspondence (not to be included in initial submission for blind refereeing)

Language
Manuscripts should be checked for language, especially if the author is not a native speaker or highly proficient user of English. British or American English should be used consistently throughout the article. Any notational conventions for a particular sub-field should be used consistently.

Formatting
Please use a minimum of page settings. The preferred setting is 12pt font size with 1.5 line spacing. See also the Lay-out section below.

Symbols and special characters
Please use Unicode fonts if possible.

Title and subtitle
If the article has a subtitle, this should be separated from the title by a colon, unless the main title ends with a question or exclamation mark.
The title and subtitle should use sentence case; that is, only the first character (of the main and of the subtitle) is capitalized, except for proper nouns and other words which are generally capitalized by a more specific rule.

Author's name and affiliation
This information should not be included in the initial submission, to facilitate blind peer review. If the article is not submitted through the online submission portal of the journal, which will automatically create a cover sheet with the author information, provide this information separately for the journal editors.
In the final version, after acceptance, provide all authors' names in the order in which they are to appear in the publication. In case of an article with more than one author, please identify one corresponding author.
For each author, give their affiliation(s). The affiliation(s) used should be the affiliation(s) current at the moment of doing the research and writing the article. The affiliation should be only the name of the university or institution, in the form that the institution itself has decided upon for international

use. This usually is the name of the institution in one of the official languages of the institution/country, or in English. If there is no official English name, do *not* provide your own translation. If the name (in English) is not unique in the world, please add city/country to disambiguate.

If the author has an ORCID (digital identifier for researchers, https://orcid.org), please include this.

Abstract

Each article should start with an abstract of up to 150 words. An abstract should be maximally informative, use the active voice, and include the most important terms, findings, or implications. It should objectively reflect the purpose and content of the paper. Abstracts should be self-contained: define abbreviations and unique terms, spell out names, and give reference to the context in which the paper should be viewed (e.g., it builds on the author's previous work, or responds to another publication). Abstract cannot have (foot)notes.

Key words

The abstract should be followed by a list of up to 10 key words, separated by commas, that indicate the most important topics, languages/language families, methods and/or frameworks used in the article.

Lay-out

These instructions are mainly relevant when your article has been accepted for publication and you are preparing the final version to be submitted for production.

For the initial submission, it is sufficient that your article is clear and consistent in its use of language, conventions and formatting (especially of references), so that the journal editors and peer reviewers can focus on assessing the quality of the research and the structure of the argumentation.

Section headings

Articles should be reasonably divided into sections and, if necessary, into subsections. Please mark the hierarchy of sections as follows:

Heading 1 = bold, two lines space above and one line space below.

Heading 1.1 = normal, one line space above and one line space below.

Heading 1.1.1 = italics, one line space above, text on new line.

Heading 1.1.1.1 = italics, one line space above, text on new line. NB. This level is only to be used if absolutely indispensable.

Emphasis and foreign words

Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface).

Quotations

Text quotations in the main text should be given in double quotation marks.

Quotations longer than 3 lines should have a blank line above and below and a left indent, without quotation marks, and with the appropriate reference to the source.

For terms or expressions (e.g., "context of situation") please use double quotes.

For translations of cited forms use single quotes.

Listings

Should not be indented. If numbered, please number as follows:

1. .... or a. ....

2. .... or b. ....

Listings that run on with the main text should be numbered in parentheses: (1)..............., (2)............., etc.

Examples

Should be numbered with Arabic numerals (1,2,3, etc.) in parentheses and indented. Each subsequent level in the example (a), (b) gets one indent. If the glosses are to be aligned in the final product, please also align them, with spaces or tabs, in the file and hard copy/PDF submitted for production.

    (3) a.   *Ed en Floor gaan samen-wonen*
              Ed and Floor go   together-live.INF
              'Ed and Floor are going to live together'

        b.   *Maarten en   Stefanie zijn uit elkaar*
              Maarten and Stefanie be out RECP
              'Maarten and Stefanie have split up'

Glosses

For translations of cited forms in the text use single quotes. E.g., *voorbeeld* 'example'.

For detailed conventions for interlinear morpheme-by-morpheme glosses (see also the section on Examples), please refer to the Leipzig Glossing Rules:

https://www.eva.mpg.de/lingua/resources/glossing-rules.php

Tables, figures and plates

Tables and figures should be numbered consecutively, and be provided with concise captions.

All figures and tables should be referenced in the text, e.g. (see Figure 5). References should not be limited to relative indicators such as "as in the table below", or "in this table: ...".

If the table or figure is not enclosed in the text file, indicate the preferred position of the table or figure in the text by inserting a line "@@ Insert (file name) here" at the appropriate position.

Tables, figures and plates can be submitted in color, where necessary. In tables, keep shading to a functional minimum and for individual cells only.

All tables, plates, and figures eventually have to fit the following maximum area, either portrait or landscape: 12 cm x 20 cm at a minimum resolution of 300 dpi (600 dpi preferred).

Notes in tables and figures should not be regular notes. Please use a table note or a figure note as in the example below. Standard note indicators in tables are *, **, or [a], [b], etc. The note itself is then inserted directly below the table/figure.

Acknowledgments

We prefer the use of an acknowledgments section at the end of an article, instead of an acknowledgment (foot)note. This sections should not be used for funding information. Any acknowledgements that may give away the author's identity can be left out in the initial version submitted for peer review.

Funding information

If an author received funding through a grant for the research that is discussed in the article, details on this -- including funder name and grant number – should be supplied in a separate section called

"Funding information". Any funding information that may give away the author's identity can be left out in the initial version submitted for peer review.

Notes

Notes can be submitted as footnotes (using the note functionality of Word or such). Depending on the style of the journal, they will be typeset as footnotes or as end notes.

Notes should be kept to a minimum and not be used for references.

Note indicators in the text should appear at the end of sentences, preferably, and follow punctuation marks.

References

This journal uses the style as described in the **Unified Style sheet for Linguistics (USL)**.

References in the text: These should be as precise as possible, giving page references where necessary; for example (Clahsen 1991: 252) or: as in Brown et al. (1991: 252).

References section: References should be listed first alphabetically and then chronologically. The section should include all (and only!) references that are actually mentioned in the text. Authors/contributors are encouraged to supply – with a reference, not instead of – the DOI if they happen to have that information readily available.

A note on capitalization in titles. Use capitalization of all lexical words for journal titles and capitalize only the first word (plus proper names and the first word after a colon) for book/dissertation titles and article/chapter titles. This is a useful diagnostic for discriminating between titles that are recurring and those that are not. The journal style for capitalization should also be applied to titles of book series.

Examples

Book:

Görlach, Manfred. 2003. *English words abroad* (Terminology and Lexicography Research and Practice 7). Amsterdam: John Benjamins.

Hayashi, Makoto, Geoffrey Raymond & Jack Sidnell (eds.). 2013. *Conversational repair and human understanding*. Cambridge: Cambridge University Press. doi:10.1017/CBO9780511757464

Stewart, Thomas W., Jr. 2000. *Mutation as morphology: Bases, stems, and shapes in Scottish Gaelic*. Columbus, OH: The Ohio State University dissertation.

Article (in book):

Adams, Clare A. & Anthony Dickinson. 1981. Actions and habits: Variation in associative representation during instrumental learning. In Norman E. Spear & Ralph R. Miller (eds.), *Information processing in animals: Memory mechanisms*, 143–186. Hillsdale, NJ: Lawrence Erlbaum.

Article (in journal):

Claes, Jeroen & Luis A. Ortiz López. 2011. Restricciones pragmáticas y sociales en la expresión de futuridad en el español de Puerto Rico [Pragmatic and social restrictions in the expression of the future in Puerto Rican Spanish]. *Spanish in Context* 8. 50–72.

Pedersen, Johan. 2005. The Spanish impersonal se-construction: Constructional variation and change. *Constructions* 1, http://www.constructions-online.de. (3 April, 2007.)

Appendixes

Appendixes should follow the references section. Please also refer to any appendix in the main text. If the appendix consists of additional materials that are hosted online, please provide the title of the Appendix, a short description of its contents, and the URL where it can be accessed. In order to prevent dead links, please use a persistent identifier (such as a DOI or other handle) for this URL/link.

If you want Benjamins to host the Appendix or additional materials online, please provide the title of the Appendix, a short description of its contents, and the file name. Make sure you provide this file with your article when it is submitted for production.

Address for correspondence

After acceptance, please include in the final version the "Address for correspondence", i.e., the full postal address and email address, of the *corresponding* author. The (e-mail) addresses of co-authors can be listed under "Co-author information".

For reasons of privacy, we advise against the use of home addresses, as the information will be included in the published article.