In this document, you will find instructions on how to layout your review. If your review does not meet all the requirements, we will take care of it. But by following the instructions at hand, you will help us a lot. Especially in the reference section, we do rely heavily on your support.

When submitting your review, please give it a title. This is to show that we consider reviews as original works in their own right.

Please add a few lines about your research interests and current status. Make sure they are accurate and up to date. This information will appear at the bottom of your review.

We welcome contributions by junior researchers (PhD-students) and ask them to include a note of approval by their supervisor when submitting their review.

If you are not a native speaker of English, please ask a native speaker for language revision.

Please set your review in Arial, 11pt (title should be 13pt), 1.5 spacing, and align your text left. Your name, research interests and current status at the end of your review should be aligned to the right margin. Use either BE or AE spelling consistently. Your review should not exceed 2000 words. Accepted formats are .odt, .pdf, .rtf, .doc, .docx.

Quotes
- shorter than 40 words are enclosed in "..." within text and followed by a brief citation;
- longer quotes are separated from the text by two carriage returns (¶¶) indented, and set in font size 10. Do not enclose them in "...", but do include a brief citation;
- follow the original text exactly in wording, spelling, and punctuation. Indicate any additions by square brackets [...]. Indicate omissions by ellipsis points within brackets.

Citations
Use brief citations in your text: <author> (<year of publication>: <page number>). Examples:
- "Hirsch (2005: 65) shows..."
- "(Hirsch and Smith 2005: 65)"
- "(Hirsch et al. 1993)" for three or more authors
List all authors in your bibliography and always give full page numbers. Do not use "f." or "ff."

Typeface & emphasis
Use italics for:
- words, phrases, and sentences treated as linguistic examples;
- foreign-language expressions;
PRAGMATICS.REVIEWS Stylesheet

- the titles of books, published documents, newspapers, and periodicals. These should also be capitalized;
- drawing attention to significant terms at first mention only;
- emphasizing a word or phrase in a quotation, if so indicated "[emphasis mine]".

Use **boldface** type only to draw attention to a particular linguistic feature in numbered examples (not in running text).

Use *single quotation marks* (only) for the translation of non-English words, e.g., *cogito* ‘I think’.

Use *double quotation marks* in all other cases, i.e. for:
- direct quotations in running text;
- “qualified” words or phrases.

Place **numbered footnotes** at the bottom of the page. They should be used sparingly and contain comments, short digressions, and explanations that don't belong in the main text.

**Number all examples** and follow the format given in the review below for presenting your foreign language examples.

**References**

- Give full names of all authors and editors (no “et al.”);
- Do not abbreviate names of journals, book series, publishers or conferences;
- Capitalize and italicize titles of published books and journals only (see examples below);
- Give inclusive page numbers of articles in journals or collections;
- Do not use dashes as placeholders for authors or groups of authors.

**Examples**


Please don’t hesitate to contact us in case of any questions or difficulties: pragmatics@europa-uni.de

On the next page you will find a sample review.
Review title


(1) Original language in italics
   Word-for-word gloss with correct alignment
   ‘Idiomatic translation in single quotation marks.’

(2) Mampianatra anglisy an-d Rabe aho
   Cause-learn English ACC-Rabe I
   ‘I am teaching Rabe English.’

Use left indent of 1.25 cm and font size of 10, when citing a paragraph that contains more than three lines, as in the following example taken from Gola and Ervas (2016):

At the same time, the volume does not aim to argue in favour of a complete detachment of the communicative dimension of metaphor from its cognitive and linguistic components. It instead aims at showing that they mutually shape and influence each other in a variety of ways, according to the communicative functions of metaphor (such as persuasion, instruction, entertainment) and its application to specific domains of discourse (such as politics, media, advertising, education, poetry, music). (p. 18)

References


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