

Token: A Journal of English Linguistics

STYLE SHEET FOR BOOK REVIEWS

Submissions of book reviews to *Token* should be sent electronically as both Word documents and PDF files. Personal information including authors' names, affiliations, ORCID codes, and email and postal addresses should be included in cover emails.

Authors should prepare book reviews according to the guidelines below.

1. Format

1.1 Delimit the book review to 1,000 and 1,500 words including references.

1.2 Use Times New Roman font 12 and single-space the text.

1.3 Set top-bottom and left-right margins at 2.5 cm, and justify the text.

2. Orthography, translation, and transliteration

2.1 Observe British or American English spelling conventions consistently throughout the paper.

2.2 Translate language examples not readily understood by the majority of those in the field of English linguistics.

2.3 Frame word and short phrase translations (up to 5 words) in single inverted commas (single quotation marks); frame long phrase, sentence, title, and passage translations in square brackets.

2.4 Transliterate language examples and references not originally written in Latin script.

3. Header

3.1 Present data in the following way:

Centered at top of first page:

Name of Book Author, *Book Title*, Place of Publication: Publisher, Year of Publication, Number of Pages (expressed as page range)

Centered on a line immediately underneath that heading:

(Reviewed by [Name of Reviewer, Affiliation])

See for example https://token.ujk.edu.pl/wp-content/uploads/13_Token_10_2020_C_Percy.pdf

3.2 Use Times New Roman font 12 for the title of the book under review; use italics for the title.

3.3 Capitalize the first letter of the first word and the first letters of proper nouns, proper adjectives, and words immediately following colons in the title of the book (sentence-style capitalization).

3.4 Capitalize the name(s) of the author(s) of the book.

3.5 Capitalize the reviewer's given name, middle name and surname. Separate the name of the reviewers from their academic affiliation with a comma.

3.6 Begin the text of the review below the header flush left, but subsequent paragraphs indented one tab (five spaces).

4. Quotations and citations

4.1 Quote sources verbatim and include any commentary or ellipsis dots within square brackets: [sic], [...].

4.2 Follow specifications of authors, brief quotations, and paraphrases by parenthetical citations on these models:

Work by one author: (Serjeantson 1935: 90)

Work by two authors: (Hopper – Traugott 1993: 104)

Work by more than three authors: (Quirk et al. 1985)

One volume of a multi-volume work by one author: (Labov 1994, 1: 422-424)

Work which has been re-published (e.g. as a translation): (Jordan 1925 [1974: 171])

Two works by one author (chronologically ordered): (Görlach 1978, 2001)

Two works by two authors: (Fisiak 1968: 73; Welna 1996: 84)

5. Abbreviations

5.1 Use only common Latinate abbreviations such as e.g., i.e., cf., et al., etc., and so on.

5.2 Use abbreviations for stages in the history of English only when accompanied by a language example (e.g. OE *hwæl* 'whale').

5.3 Italicize the acronyms of the names of dictionaries or corpora (e.g. *OED* for Oxford English Dictionary, *TOE* for *A Thesaurus of Old English*, *COHA* for *Corpus of Historical American English*, *CEEC* for *Corpus of Early English Correspondence*).

5.4 Use conventional linguistic abbreviations when appropriate (e. g. MS 'manuscript', NP 'noun phrase', ww. 'words', etc.)

5.5 Use "Fig." (with a numeral) in running text to abbreviate "Figure".

5.6 Use "c." within parentheses to abbreviate "century".

6. Italics and double inverted commas

6.1 Use italics to emphasize examples; non-English, unassimilated (or semi-assimilated) expressions; titles of books, journals, etc.

6.2 Use double inverted commas (double quotation marks) to frame terms used in a special way, in brief intra-text quotations, and in titles of book chapters, articles, etc.

7. Punctuation

7.1 Follow full stops (periods) with single spaces.

7.2 Precede and follow dashes with single spaces.

7.3 Place commas, periods/full stops, colons and semicolons immediately after closing inverted commas (quotation marks).

8. References and appendices

8.1 Provide a list of references cited in the text of the review (including only the works cited in the review). Use the term “REFERENCES”, completely capitalized and without a numeral, to head the list; place the term flush left.

8.2 Set off the heading “REFERENCES” one blank line from the text above and one blank line from the list below.

8.3 Capitalize book titles, journal titles, dissertation titles, etc. using headline-style (capitalizing the first letter of all words except articles, prepositions, conjunctions, and the infinitive particle “to” [unless these words are initial]), and capitalize book chapter titles, article titles, etc. using sentence-style (capitalizing the first letter of only initial words, proper nouns, and proper adjectives); as a rule, capitalize non-English titles using sentence-style.

8.4 Provide full forms of author surnames and initial forms of author given names, middle names, and other names; place author names flush left; one line below, indent years of publication one tab (five spaces) and titles, etc. one additional tab (five additional spaces).

8.5 When referring to a website, provide the date of latest access.

Sample reference listings

REFERENCES

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