

GUIDELINES FOR CONTRIBUTORS

PLEASE follow these guidelines closely when preparing your paper for submission. The editors reserve the right to reject inadequately prepared papers. All areas of linguistics are invited – the journal is not limited to articles on languages of or in Ghana or Africa.

ALL CONTRIBUTIONS must be submitted in English, in electronic format to the current Editor-in-Chief, at medakubu@ug.edu.gh or medakubu@gmail.com. Authors should be sure to keep hard and soft copies for their own future reference. Articles should not exceed 10,000 words in length.

TITLE PAGE: The article should have a separate title page including the title and the author's name in the form it should appear in print, with full contact information including mailing address, phone numbers and email address. This page should also include a brief biographical note giving current academic or professional position and field of research interest.

THE FIRST PAGE should contain the title but not the author's name. It should begin with an **ABSTRACT** of the paper. Abstracts in both English and French are particularly welcome.

LANGUAGE EXAMPLES:

All examples **must** be in a Unicode font and Bold. Times New Roman that comes with Word 10 (but not earlier versions) is Unicode and may be used for occasional words cited in the text, if diacritics are few. More extensive examples with glossing and translation should be in Doulos SIL, although Unicode Times New Roman may again be used if diacritics are not needed, and Charis SIL is acceptable. Doulos and Charis SIL can be downloaded from www.sil.org. All such examples should be indented and numbered. Glossing should follow the Leipzig Glossing Rules. These may be found at

<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>

Translations of examples should be in single quotation marks.

QUOTATIONS from other authors should be used sparingly. Any quotation less than two lines long should be within double quotation marks (“...”) and not separated from the text. Longer quotations may be set out and indented on both sides. The source reference should come immediately after the quotation or in the sentence immediately before it.

FIGURES, TABLES AND DIAGRAMS should be created in such a way that they will fit legibly into a print space of 19cm by 15cm, and the same for **PHOTOGRAPHS**.

FOOTNOTES AND ENDNOTES (footnotes are preferred) should be numbered consecutively throughout the paper. They should not contain full references.

REFERENCES made in the notes or in the text (references within the text are preferred) should include author's last name, the date of publication and the relevant page numbers, eg. (Chomsky 1972: 63). There should be a separate list of references, in which all items referred to in text and notes are listed in alphabetical order according to the surname of the first author. For further information on format please see the preceding pages.