

**Style sheet**  
**Eesti ja soome-ugri keeleteaduse ajakiri**  
**Journal of Estonian and Finno-Ugric Linguistics**  
**ESUKA – JEFUL**

## **1. General**

The *Journal of Estonian and Finno-Ugric Linguistics* (ESUKA – JEFUL) publishes linguistic articles and large-scale studies on Estonian and other Finno-Ugric languages, as well as special theme issues. Papers on general linguistics are published only when they draw on data from Estonian or other Finno-Ugric languages or when the treatment is important for the study of the Estonian and other Finno-Ugric languages. The journal is open to contributions from anyone who may wish to submit. The only criterion for publication is the quality of the submission, which is decided on the basis of blind peer review (the names of the author and reviewer are both kept anonymous). The journal has an international advisory board, which includes neither the editor-in-chief nor the other members of the editorial board. The journal aims to stimulate the study of the Estonian and other Finno-Ugric languages and to raise the standards of research for the discipline as a whole. The journal is available in print form and free of charge on the Internet.

## **2. Submission**

Submissions to the journal must be in Estonian or English, although, exceptionally, work in other Finno-Ugric languages may also be accepted for publication. The manuscript should be submitted in electronic Word format, as a “doc” file (docx is also acceptable). The inclusion of a print-out is necessary only if diacritical marks or other unusual elements are used which might distort the electronic text. All submissions should be sent to the editor-in-chief, e-mail address [Urm@eki.ee](mailto:Urm@eki.ee). Submissions to special issues should be sent directly to guest editors.

Printouts and other type of hard copy should be sent to the editors at the following address:

ESUKA – JEFUL  
Institute of Estonian and General Linguistics  
University of Tartu  
Ülikooli 18  
50090 Tartu, Estonia

The editors assume that the author(s) own all publication rights and that the paper has been neither previously published nor submitted for publication elsewhere at the same time.

### **3. Style**

Contributions should be in Word, formatted in Times New Roman 12-point font, with 1.5-line spacing and at least 2.5 cm margins. Every new paragraph should begin with an automatic indent of at least 0.6 cm, not created with tabs. The text should be either left-aligned or justified.

Papers should have both a title and a shortened title (up to 50 characters) for use as a running head to be printed in the top margin. For instance, if the title is “Issues in the description of the meaning of Estonian adpositions”, the shortened title could be “The meaning of Estonian adpositions”.

The names of the author(s), including first and last names, should follow the title, and these should be followed by the authors’ affiliations, e.g. the University of Tartu.

Each paper, regardless of the language, must have abstracts in both Estonian and English, each of up to 150 words. The abstract should be headed by a title in the respective language, not included in the 150-word limit.

Following the Estonian abstract, 6-8 keywords in Estonian should be included, and the same keywords in English should follow the English abstract.

This will be followed by the main text of the paper, divided into continuously numbered sections. The main text should begin with an introduction (section 1). If the sections are divided into subsections, then these should be numbered as, e.g., 2.1, 2.2, or also 2.2.1, but no further.

The final section of the paper is a summary or conclusion. This may be followed by acknowledgments, not numbered, i.e. there is no number in front of the section title “Acknowledgments”. This is followed by the author’s (or authors’) postal and e-mail addresses and telephone number, followed by references. Appendices, where applicable, are included after the list of references. The references are not numbered. Appendices are numbered separately, e.g. Appendix 1, Appendix 2, etc.

Please refrain from using automatic formatting, using defined heading styles, and so on. Use only normal, bold, italics, and/or underlined text. There should be 1.5-point spacing between lines. There should be 0-point spacing before and after paragraphs, i.e. the normal 1.5-point line spacing.

If your paper contains language examples please follow the “Leipzig glossing rules: conventions for interlinear morpheme-by-morpheme glosses” for presenting them <<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>>.

#### **4. Bibliographical references**

References must be as complete and informative as possible. In the text, references should follow the form: Plank (2002, 2004, and 2006a) or, with page numbers, Plank (2006: 48-65). A work with two authors should be cited with both authors’ names in parentheses, as (Ross and Nairis 2008: 554). If the publication has more than two authors, then the citation should be of the form (Lippus et al. 2004). If several publications with different authors are cited, then the references are separated by commas and the word “and” (not semicolons), e.g. (Erelt 2006, Viitso 2008, and Pajusalu 2007).

Citations are in double quotation marks in Estonian and English, e.g. “Citation”.

Within quotations, single quotes are used.

If a longer citation is given as a separate paragraph with larger indentation (2 cm on a horizontal rule), then no quotation marks are used. The point size in this paragraph remains the same as in the manuscript (12pt).

Footnotes (not endnotes) may be used, but should be kept to a minimum.

References given in Cyrillic should be transliterated according to the attached table.

Tables and appendices have titles. Figures and diagrams have captions. Tables, diagrams, appendices and figures should be numbered separately, with continuous numbering for tables,

continuous numbering for figures, and so on: i.e. Table 1, Figure 1, Table 2, Table 3, Figure 2, etc. Diagrams are best labelled as figures.

If tables and figures are presented on a separate page, the suggested location for the table or figure should be marked in the text. All diagrams and figures should be black and white (but may include grey tones) and camera-ready. It is not the editors' responsibility to turn colour figures into black and white. Film and video images must also be presented in black and white for printing. Colour photos are possible only for a fee.

The electronic version of the journal available on the Internet is identical with the printed one.

## 5. References

Only the first word of titles of books and articles is capitalized (in either language). References given in Cyrillic must be transliterated according to the table given at the end of this style sheet. The list of references is given with a hanging indent of 1.25 cm. Where possible, the first and middle names of authors should be given in full.

### **Books**

Buck, Carl Darling (1949) *A dictionary of selected synonyms in the principal Indo-European languages: a contribution to the history of ideas*. Chicago and London: The University of Chicago Press.

Cassirer, Ernst (2007) *Keel ja müüt. Täienduseks jumalate nime probleemile*. (Avatud Eesti Raamat.) Tallinn: Eesti Keele Sihtasutus.

*Henriku Liivimaa kroonika. Heinrichi Chronicon Livoniae*. Translated by Richard Kleis. Edited and annotated by Enn Tarvel. Tallinn: Eesti Raamat, 1982.

Lotman, Ju. M. (1992-1993) *Izbrannye stat'i v trex tomax*. Tallinn: Aleksandra.

Müller, Georg (2007) *Jutuluseraamat*. (Eesti mõttelugu, 78.) Tartu: Ilmamaa.

Tauli, Valter (1966) *Structural tendencies in Uralic languages*. (Indiana University Publications. Uralic and Altaic Series, 17.) London, The Hague, and Paris: Mouton and Co.

Wiedemann, Ferdinand Johann (2005) *Grammatik der estnischen Sprache. Durchgesehenes Faksimile der Ausgabe von 1875*. Karl Pajusalu and Urmas Sutrop, Hg. Tallinn: Stiftung für Estnische Sprache.

### ***Manuscripts***

Bogatkin, Mari (2005) *Värvinimed ungari keeles: põhinimed, nende struktuur ja kujunemine*. Unpublished Master's Thesis. Tartu: Tartu Ülikool. Uurali keelte õppetool.

### ***Articles***

Deuchar, Margaret (1999) "Spoken language and sign language". In Andrew Lock and Charles R. Peters, eds. *Handbook of human symbolic evolution*, 553-570. Oxford: Blackwell.

Dimitriev, Vladimir Aleksandrovič (2005) "Predislovie". In Iogann-Gotlib Georgi. *Opisanie vses obitajuščix v Rossijskom gosudarstve narodov: ix žitejskix obrjadov, obyknovenij, odežd, žilišč, upražnenij, zabav, veroispovedanij i drugix dostopamjatnostej*, 7-34. (Knížnye pamjatniki iz fondov Biblioteki Akademi nauk.) Sankt-Peterburg: Russkaja simfonija i Biblioteka Akademii nauk.

Erelt, Mati (2005) "Pool sajandit Emakeele Seltsi aastaraamatut". *Emakeele Seltsi aastaraamat* (Tallinn) 50 (2004), 7-9.

Oja, Vilja (2007) "Color naming in Estonian and cognate languages". In Robert E. MacLaury, Galina V. Paramei, and Don Dedrick. *Anthropology of color: interdisciplinary multilevel modeling*, 189-209. Amsterdam and Philadelphia: John Benjamins Publishing Company.

Ross, Jaan and Maie Nairis (2008) "Esimese maailmasõja aegsetest eesti salvestustest Berliini arhiivides". *Keel ja Kirjandus* 51, 5, 353-362.

Rätsep, Huno (2002) "Eesti kirjakeele tüvevara päritolu". *Tema Sõnaloo raamat*, 59-77. Tartu: Ilmamaa.

Viks, Ülle, Ene Vainik ja Indrek Hein (2001) "K. J. Petersoni sõnastik". *Mälestusteoses IAAK. Kristian Jaak Peterson 200*, 233-425. Tallinn: Eesti Keele Sihtasutus.

## Internet publications

Dryer, Matthew S. and Martin Haspelmath, eds. (2011) *The world atlas of language structures online*. Munich: Max Planck Digital Library. Available online at <<http://wals.info/>>. Accessed on 12.05.2011.

Sutrop, Urmas (2004) “Eesti keele maailmapildist: meel, hing ja vaim”. *Mäetagused* 24: 99-108. Available online at <<http://www.folklore.ee/tagused/nr24/sutrop.pdf>>. Accessed on 14.06.2011.

Ülle Viks (s.a.) *Eesti keele avatud morfoloogiamudel*. Available online at <[http://www.eki.ee/teemad/avatud\\_mrf.html](http://www.eki.ee/teemad/avatud_mrf.html)>. Accessed on 14.06.2011.

## 6. Transliteration from Cyrillic

Language	Letter	Transliteration		
	а	a		
	б	b		
	в	v		
Bg. Mac. Ru. SCr.	г	g		
Bel. Ukr.	г	h		т
Ukr.	ґ	g	SCr.	ћ
	д	d	Mac.	ќ
SCr.	ђ	đ		у
Mac.	ѓ	ǰ	Bel.	ў
	е	e		ф
Bel. Ru.	ё	ë	Bel. Bg. Ru. Ukr.	х
Ukr.	є	je	Mac. SCr.	х
	ж	ž		ц
Mac.	ѕ	dz		ч
	з	z	Mac. SCr.	џ
Bg. Mac. Ru. SCr.	и	i		ш
Ukr.	и	y	Ru. Ukr.	щ
Bel. Ukr.	і	i	Bg.	щ
Ukr.	ї	ji	Ru.	ъ
Mac. SCr.	ј	j	Bg.	ъ
Bel. Bg. Ru. Ukr.	й	j	Bel. Ru.	ы
	к	k	Bel. Bg. Ru. Ukr.	ь
	л	l	Bel. Ru.	э
Mac. SCr.	љ	lj	Bel. Bg. Ru. Ukr.	ю
	м	m	Bel. Bg. Ru. Ukr.	я
	н	n		ја
Mac. SCr.	њ	nj		
	о	o		
	п	p		
	р	r		

Source: Comrie, Bernard and Greville G. Corbett, eds. (1993) *The Slavonic languages*, xii-xiii. London and New York: Routledge.