Eesti ja soome-ugri keeleteaduse ajakiri

Journal of Estonian and Finno-Ugric Linguistics

ESUKA – JEFUL

Author Guidelines

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1. General

The *Journal of Estonian and Finno-Ugric Linguistics* (ESUKA – JEFUL) publishes original research papers on the linguistics of Estonian and other Finno-Ugric languages. The journal is open to contributions from anyone who may wish to submit. The journal does not charge APCs or submission charges. The only criterion for publication is the quality of the submission, which is decided on the basis of single-blind peer review: the names of reviewers are kept anonymous,

but the author identity is visible for the reviewers. The manuscript should not be anonymised. Each submission will be guaranteed at least two expert reviews. The journal is available both in print and online while the online version is fully open access.

The manuscript should not exceed 60 000 characters in total (including references and appendices). Larger appendices (such as datasets, R code, multimedia, etc.) can be published as separate files in the online version of the journal or linked through an open science repository, e.g. DataDOI or Open Science Framework. In any case we strongly encourage the authors to publish the data and the code along with the paper.

2. Submission

The submission includes a covering letter, the manuscript file(s) and additionally all figures, artwork etc. as separate files. Also supplementary files (datasets, code, multimedia) can be added to be published in the electronic version. All submissions are made through the online editorial system.

The manuscript should be submitted in electronic Word format, as a doc(x) file. In the initial submission for reviewing purposes we also ask to include a pdf copy with numbered pages and numbered lines.[1]

2.1. Covering letter

The covering letter addressing the editors can be submitted as a separate pdf file or an online text in the *Comments for the Editor* section. In the covering letter the author(s) should point out whether this is a regular submission or the submission should be considered for a special issue. In the case of a submission to a special issue please also mention the theme, title and/or the name(s) of the guest editor(s), as at times there may be more than one special issue in preparation.

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[1] Adding line numbers in Word: Go to menu *Format > Document… > Layout* tab > in the bottom of the dialogue window select *Apply to: Whole document > Line numbers…* tick "Add line numbering" and press *OK* in the *Line numbering* dialogue window, then press *OK* in the *Document* dialogue window.

The author(s) must confirm that they own all publication rights and that the paper has been neither previously published nor submitted for publication elsewhere at the same time. Any possible conflicts of interest should be declared.

The author(s) may provide a few names whom they wish to either include or exclude as possible reviewers.

2.2 Online submission

For a new submission, log in to the [online editorial system](#)[2] and click on the *New Submission* button in the right hand side of the *Submissions* section.

On the *Start* page of the new submission you are asked to select the section for your paper (typically *Articles*) and to go through the *Submission Requirements* checklist. Please make sure that you have prepared your submission as required. If you have not prepared the Cover Letter as a separate pdf file, you can write it in the *Comments for the Editor* box.

The second step is uploading the files. Each file must be uploaded separately, going through the three steps: Upload File, Review Details and Confirm. If you have multiple files (e.g. the doc and pdf version of the manuscript, cover letter, figures etc.), select *Add Another File* button on the *Confirm* tab. This can also be used to overwrite the previously uploaded file if accidentally a wrong version was uploaded. When all files are uploaded, click the *Complete* button in the bottom area of the dialogue window. Once more you can revise the uploaded files and if the upload is complete, press the *Save and continue* button to proceed.

The third step is to enter the metadata. Preferably use only the *Title* field even if the title consists of multiple phrases (as the Subtitle field is not included in the metadata that is uploaded to the reference databases). The Abstract should be identical to the text in submitted manuscript (see Section 3.4 below).

For adding co-authors, use the *Add Contributor* button at the right side of the *List of Contributors* section. Please provide the *Name*, *E-mail address*, *Country* and *Affiliation*. *Bio Statement* is not compulsory field, but the text will be visible in the online version of the

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[2] For your convenience please prefer using the English localisation of the user interface.

published article. We strongly recommend connecting your user account with your ORCID ID. For adding the ORCID ID of a co-author, please tick the "Send e-mail to request…" box.

Please type in the keywords to the *Keywords* field one by one and press the Enter key after each entry. Do not paste a coma-separated list at once to the *Keywords* field as in this case it is identified as a single keyword. Filling the *Supporting Agencies* field is not required.

After filling in the metadata, you will proceed to *Confirmation* tab. At this stage you still can go back to the *Start*, *Upload* or *Metadata* tabs to review the submission. To proceed, click on the *Finish Submission* button.

After completing the submission, you can see the status of your submission in the *My Assigned* list and you can open the submission by clicking on the title to view the files and the correspondence with the editor. At this stage changing or adding files to the submission is not possible. If you wish edit or withdraw you submission, please contact the editor.

2.3. Submitting a revised manuscript

In order to submit a revised manuscript, log in to the online editorial system and open the submission from the *My Queue* list. Scroll down to the *Revisions* section and click on *Upload File* on the right side. If there are multiple files, upload them one by one. You can also use the *Review Discussion* section for adding comments to the editor. There is no single submission form for revisions, but the editor is notified of any new uploads and discussion messages.

3. Style of the manuscript

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. The text should be either left-aligned or justified. Keep the style formatting to a minimum. Use only normal, bold, italics, and/or underlined text. If a beginning of a paragraph should be indented, use an automatic indent, do not create it with spaces or tabulation. There should be 0-point spacing before and after paragraphs, i.e. the normal 1.5-point line spacing.

3.1. Use of language

Submissions to the journal must be in Estonian or English, although in the case of special issues, exceptionally, work in other Finno-Ugric languages may also be accepted for publication. Both American and British use of English are accepted, if consistently used within a manuscript. In any language, a neutral academic style should be used. If the language is not one's native language it is strongly advised to have the manuscript proof-read by a native speaker. The author is fully responsible for proof-reading the manuscript, as this service is not provided by the publisher.

3.2. Title

Papers should have both a title and a shortened title (up to 50 characters incl. spaces) 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". Please insert the short title as plain text after the full title, it is not necessary to format the page heading in the Word document.

3.3. Names and affiliations

The names of the author(s), including first and last names, should follow the title, and these should be followed by the authors' affiliations and country (e.g. University of Tartu, Estonia) and the e-mail addresses. Affiliation and e-mail addresses must be provided for all authors. The reviewing process of ESUKA – JEFUL is single-blind, i.e. the author is not anonymous for the reviewer and there is no need to anonymise the manuscript.

3.4. Abstract and keywords

Each paper, regardless of the language, must have the title, abstract and 6-8 keywords in both Estonian and English. The word limit for the abstracts is 150 words. The abstracts are uploaded to reference databases separately from the article text and therefore please avoid citations in abstract or if citing is inevitable, please provide a full reference.

3.5. Structure of the manuscript

The abstract and keywords will be followed by the main text of the paper, divided into continuously numbered sections. The main text should begin with an introduction that is numbered as section 1. Introducing the structure of the paper by listing the sections in the final paragraph of the introduction is not necessary unless the structure is exceptionally unconventional.

If the sections are divided into subsections, these should be numbered as, e.g., 2.1, 2.2, or also 2.2.1, but no further. Avoid introducing lower subsection levels with single sections, i.e. if there is subsection 2.1, this should be followed by section 2.2, not section 3. It is recommended to use text styles for formatting the headings.

The final section of the paper is a summary or conclusion. This may be followed by acknowledgements, not numbered, i.e. there is no number in front of the section title "Acknowledgments". This is 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.

3.6. Footnotes

Footnotes (not endnotes) may be used, but should be kept to a minimum. Funding information should be placed in the Acknowledgments section, not in a footnote under the title. Footnotes are numbered with Arabic numerals. In the end of a phrase or a sentence the index should be placed after the interpunctuation mark.

3.7. Language examples

If your paper contains language examples please follow the Leipzig glossing rules: conventions for interlinear morpheme-by-morpheme glosses for presenting them. Preferably use tabulation instead of spaces in order to align the text. You can use bold for highlighting some element(s) of language example; however, in such cases, there should not be bold in glosses.

For phonetic transcription both the International Phonetic Alphabet (IPA) or the Finno-Ugric Transcription (FUT; e.g. Ariste 1978a) can be used. In any case, the use of transcription systems should be systematic.

3.8. Abbreviations

All abbreviations (excl. common grammatical abbreviations as e.g., i.e, etc.) should be spelled out when first mentioned, e.g. IPA in the previous paragraph. If not used further in the text, the abbreviation should not be introduced. Defining the abbreviations of grammatical categories used in glossing is not required.

3.9. Numbers and statistical results

Numbers should be written according to the language of the manuscript: in English use a period as the decimal separator, in Estonian a comma. Avoid adding decimals when presenting values in percentages and the differences of <1% values are not clearly meaningful.

In English ordinal numbers are written in regular font without superscript, e.g. 1st, 2nd, 10th.

When reporting the results of statistical tests, the values of the test statistic and degrees of freedom should be presented along with the p-values, e.g. $t(46) = -2.5$, $p = 0.018$. The values should be rounded up to three decimal points.

4. Figures and tables

The tables and figures should be inserted in the manuscript in the preferred location. Once the manuscript is accepted for copy-editing all figures should be also submitted as separate files (please leave them in the main text document as well).

In the layout of the journal the page width is 110 mm and the length is 186 mm (approx. 4.3 x 7.3 inches). Tables and figures must fit on the page leaving enough space for the caption. Extra wide tables or figures can be placed in landscape format in the layout, but turning them in the manuscript is not necessary. In any case the figures and tables should fit on one page. Larger tables can be added as separate files to be published in the electronic version of the journal.

4.1. Figures

The text in figures should use a sans serif font and not be smaller than 9 pt in the final layout. Vector graphics should be preferably saved as pdf files, but eps is also accepted. Pixel graphics should be minimally 300 dpi,[3] preferably in tiff format (but converting files in other common formats (e.g. png or jpeg) to tiff is not necessary).

The printed version of the journal is in black and white. Colours can be used in the figures, but the author(s) must make sure that the figures are clearly readable in black and white print and the figure captions should not refer to (only) colours.

When reproducing artwork by other than the author(s), this must be properly cited and the author(s) must make sure they have the rights for publishing the reproduction.

4.2. Tables

Tables should be formatted as tabulation separated fields using the *Insert Table* function in Word. Do not use spaces to align the cells and do not insert tables as pictures.

4.3. Figure and table captions

Tables and figures should be numbered separately, with continuous numbering for tables and continuous numbering for figures: i.e. Table 1, Figure 1, Table 2, Table 3, Figure 2, etc. Diagrams, photos, and maps are best labelled as figures. All captions must end with a full stop. Table captions are placed above the table, figure captions below the figure. 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 figures and tables must be referred to in text.

5. Citations in the text

In the text, citations should follow the form: (Ariste 1953) or, with page numbers (Ariste 1953: 53–63). If several publications are cited, the references are separated by semicolons (Ariste 1953; Lehiste 1970). If the publications are from the same author, then the author's name

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[3] In case the figure width is the full page the file width should be at least 4.3 x 300 = 1290 pixels.

should not be repeated and the publication years should be separated with commas (e.g. Ariste 1939, 1978a, 1978b). A work with up to three authors should be cited with all authors' names in parentheses, as (Kaalep & Muischnek 2002; Veismann, Klavan & Õim 2018). Use ampersand instead of spelling out "and" or "ja". If the publication has more than three authors, the citation should be of the form (Erelt et al. 1993).

Always refer to the publication by the author's name and the publication year, and do not use abbreviations or acronyms of the title (i.e. referring to Erelt et al. 1993 as EKG II is not favoured).

The reference in parentheses does not form a sentence on its own, but should always be a part of the (first or/and the last) sentence it expands. If the author's name is already mentioned in the sentence, it does not have to be repeated in the parentheses.

All references cited in the text must be listed in the list of references.

Direct citations should be kept to a minimum and must be clearly marked. Citations are in double quotation marks in Estonian and English, e.g. "Citation" and followed by the reference in parentheses. Within quotations, single quotes are used. If a longer citation is given as a separate paragraph, use larger indentation (2 cm on a horizontal rule). The point size in this paragraph remains the same as in the manuscript (12pt).

References given in Cyrillic should be transliterated using scientific transliteration (see section 7 of this style sheet).

6. References

The list of references should be organized in the alphabetical order and formatted following the Unified Style Sheet for Linguistic Journals. Using reference management software (e.g. Zotero, EndNote) is recommended, but the references should nevertheless be carefully checked. All references must be cited in the text. References must be as complete and informative as possible. If DOI is available, it should be presented in full form as suggested by CrossRef's DOI display guidelines. Where possible, the first names of authors should be given in full.

References given in Cyrillic should be transliterated using scientific transliteration (see section 7). Otherwise, the titles should be presented in their original language, providing translated titles is not recommended.

In the following examples, the references are grouped by publication type. In the list of references of a manuscript all references should be listed in an alphabetical order without any additional grouping, except for unpublished archival sources that can be listed in a separate section before the references.

6.1. Books

Ariste, Paul. 1953. *Eesti keele foneetika*. Tallinn: Eesti Riiklik Kirjastus.

Ariste, Paul. 1978a. *Foneetilise transkriptsiooni ja gooti kirja harjutusi*. Tartu: Tartu Riiklik Ülikool, Soome-ugri keelte kateeder.

Erelt, Mati (ed.). 2003. *Estonian language* (Linguistica Uralica Supplementary Series 1). Tallinn: Estonian Academy Publishers.

Erelt, Mati, Reet Kasik, Helle Metslang, Henno Rajandi, Kristiina Ross, Henn Saari, Kaja Tael & Silvi Vare. 1993. *Eesti keele grammatika II. Süntaks*. (Ed.) Mati Erelt. Tallinn: Eesti Teaduste Akadeemia, Eesti Keele Instituut. http://hdl.handle.net/10062/29437.

Erelt, Mati, Reet Kasik, Helle Metslang, Henno Rajandi, Kristiina Ross, Henn Saari, Kaja Tael & Silvi Vare. 1995. *Eesti keele grammatika I. Morfoloogia. Sõnamoodustus*. (Ed.) Mati Erelt. Tallinn: Eesti Teaduste Akadeemia Eesti Keele Instituut. http://hdl.handle.net/10062/29448.

Kaalep, Heiki-Jaan & Kadri Muischnek. 2002. *Eesti kirjakeele sagedussõnastik*. Tartu: Tartu Ülikooli kirjastus.

Lehiste, Ilse. 1970. *Suprasegmentals*. Cambridge Mass.: M.I.T. Press.

Rožanskij, Fedor. 1992. *Sleng hippi*. Sankt-Peterburg, Pariž: Izdatel'stvo Evropejskovo Doma.

6.2. Journal articles

Ariste, Paul. 1978b. On two intonations in a Romany dialect. *Estonian Papers in Phonetics* 1978. 5–7.

Lindström, Liina. 2017. Partitive subjects in Estonian dialects. *Eesti ja soome-ugri keeleteaduse ajakiri. Journal of Estonian and Finno-Ugric Linguistics* 8(2). 191–231. https://doi.org/10.12697/jeful.2017.8.2.07.

Proos, Mariann. 2020. Feeling your neighbour: an experimental approach to the polysemy of *tundma* 'to feel' in Estonian. *Language and Cognition* 12(2). 282–309. https://doi.org/10.1017/langcog.2019.44.

Rožanskij, Fedor & Elena Markus. 2020. Sistema paradigmatičeskih klassov glagola v sojkinskom dialekte ižorskogo jazyka. *Voprosy Jazykoznanija* (3). 101–134. https://doi.org/10.31857/S0373658X0009348-1.

Veismann, Ann, Jane Klavan & Haldur Õim. 2018. Teoreetiline keeleteadus ja kvantitatiivsed meetodid. *Keel ja Kirjandus* 61(8–9). 609–621. https://doi.org/10.54013/kk730a1.

6.3. Book chapters

Ariste, Paul. 1939. A quantitative language. In Edgard Blancquaert & Willem Pée (eds.), *Proceedings of the Third International Congress of Phonetic Sciences*, 276–280. Ghent: Laboratory of Phonetics of the University of Ghent.

Rätsep, Huno. 2003. Tartu Ülikooli eesti keele arhiivi saamisloost ja saatusest. In Valve-Liivi Kingisepp & Mati Erelt (eds.), *200 aastat eesti keele ülikooliõpet. Juubelikogumik* (Tartu Ülikooli eesti keele õppetooli toimetised 25), 153–170. Tartu. http://hdl.handle.net/10062/40563.

Viitso, Tiit-Rein. 2003. Phonology, morphology and word formation. In Mati Erelt (ed.), *Estonian language* (Linguistica Uralica, Supplementary Series 1), 9–92. Tallinn: Estonian Academy Publishers.

6.4. Internet publications

Boersma, Paul & David Weenink. 2021. *Praat: doing phonetics by computer*. http://www.praat.org.

Dryer, Matthew S. & Martin Haspelmath (eds.). 2013. *The World Atlas of Language Structures Online*. Leipzig: Max Planck Institute for Evolutionary Anthropology. https://wals.info/ (1 April, 2021).

6.5. Manuscripts

Kehayov, Petar. 2003. *Grammatiline evidentsiaal Balkani ja Balti areaali keeltes*. Tartu Ülikool, eesti keele õppetool. Magistritöö.

Vihman, Marilyn May. 1971. *Livonian phonology, with an appendix on stød in Danish and Livonian*. University of California, Berkeley. Ph.D. thesis.

7. Transliteration from Cyrillic

The references must be in Latin script. Please use the scientific transliteration of Cyrillic.

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