

Guidelines for formatting the publications of the Mother Tongue Society

19.09.2025

Text

- Paragraphs are separated from each other by indentation, not by a larger paragraph break. Indentation is created without using spaces or tab characters.
- Words are not hyphenated, including the use of a hyphen.
- The range ('up to') is marked by a half-long, so-called en dash (–), not a hyphen (-).
- The same half-long en dash is also used in a sentence.
- The omission of a quote is indicated by a double-point.
- Quotation marks are in the form of „99 down and 66 up“, for example, „Kihnu raamat“.
- Examples, lists, drawings, tables, etc. are numbered manually, not automatically.

Tables, figures, photos, and other illustrative material

Figures and tables are placed in the text. If the figures and tables are large, they can be placed in the appendices. Figures, tables, etc. in the text are numbered continuously, unless there is only one in the text. The figures, tables, etc. can be referred to in the text using *see*, for example: (see Figure 1). The caption of a figure is below the figure, the caption of a table is above the table.

Citations in the text

Guidelines for in-text citations and reference lists are based on the Unified Style Sheet for Linguistics (USSL), which can also be found in reference management systems (e.g., Zotero, EndNote).

Citations are made by name/title/abbreviation, year and page number, for example (Erelt 2004: 35). If the publication has two or three authors, the first two are separated by a comma and an ampersand (&) is added before the third, for example (Hint, Leijen & Jürine 2022). For four or more authors, use the abbreviation „et al.“ in the reference, for example (Erelt et al. 1995). References to different works are separated by a semicolon and arranged in order of publication, for example (Erelt et al. 1995; Hint, Leijen & Jürine 2022). If the year is missing, the abbreviation „s. a.“ (*sine anno*) is used.

On first mention, all names are written out, for example, „according to Mati Erelt ..“, later use the last name. If the author's name is mentioned in the text, it does not need to be repeated in parentheses, for example: „Erelt (2004: 35) has shown that ..“

References

References are listed alphabetically by author, and multiple works by the same author are arranged chronologically.

Monographs

Goldberg, Adele E. 1995. *Constructions: A Construction grammar approach to argument structure* (Cognitive Theory of Language and Culture). Chicago, London: The University of Chicago Press.

Heine, Bernd & Tania Kuteva. 2002. *World lexicon of grammaticalization*. Cambridge: Cambridge University Press.

Hyland, Ken. 2004. *Disciplinary discourses: Social interactions in academic writing* (Michigan Classics Edition). Ann Arbor: University of Michigan Press.

<https://doi.org/10.3998/mpub.6719>

Jürine, Anni. 2016. *The development of complex postpositions in Estonian: A case of grammaticalization via lexicalization* (Dissertationes philologiae Estonicae Universitatis Tartuensis 38). Tartu: University of Tartu Press.

Rätsep, Huno. 1978. *Eesti keele lihtlausete tüübid* (Eesti NSV TA Emakeele Seltsi toimetised 12). Tallinn: Valgus.

Tauli, Valter. 1973. *Standard Estonian grammar. Part I: Phonology, morphology, word-formation* (Acta Universitatis Upsaliensis. Studia Uralica et Altaica Upsaliensia 8). Uppsala: Almqvist & Wiksell.

Translated monographs

Lakoff, George & Mark Johnson. 2011. *Metafoorid, mille järgi me elame* (Gigantum humeris). Translated by Ene Vainik. Tallinn: TLÜ Kirjastus.

Edited volumes

Malchukov, Andrej L. & Andrew Spencer (eds.). 2009. *The Oxford handbook of case* (Oxford Handbooks in Linguistics). Oxford, New York: Oxford University Press.

<https://doi.org/10.1093/oxfordhb/9780199206476.001.0001>

Chapter in a book

Bresnan, Joan, Anna Cueni, Tatiana Nikitina & Harald R. Baayen. 2007. Predicting the dative alternation. Gerlof Bouma, Irene Krämer & Joost Zwarts (eds.), *Cognitive Foundations of Interpretation*, 69–94. Amsterdam: Royal Netherlands Academy of Science.

Haspelmath, Martin. 2009. Terminology of case. Andrej L. Malchukov & Andrew Spencer (eds.), *The Oxford handbook of case* (Oxford Handbooks in Linguistics), 505–517. Oxford, New York: Oxford University Press.

Pajusalu, Renate. 2017. Viiteseosed. Mati Ereht & Helle Metslang (eds.), *Eesti keele süntaks* (Eesti keele varamu III), 566–589. Tartu: Tartu Ülikooli Kirjastus.

Rojo, Ana & Iraide Ibarretxe-Antuñano 2013. Cognitive linguistics and translation studies: Past, present and future. Ana Rojo, Iraide Ibarretxe-Antuñano (eds.), *Cognitive linguistics and translation: Advances in some theoretical models and applications* (Applications of Cognitive Linguistics 23), 3–30. Berlin: Walter de Gruyter.
<https://doi.org/10.1515/9783110302943.3>

Õim, Haldur. 1965. *Tulema, saama ja pidama* tähenduste strukturealne analüüs. *Keel ja struktuur 1. Töid strukturealse ja matemaatilise lingvistika alalt*, 27–45. Tartu: TRÜ.

Books/monographs often referred to by abbreviations

ISK 2004 = Hakulinen, Auli, Maria Vilkuna, Riitta Korhonen, Vesa Koivisto, Tarja-Riitta Heinonen & Irja Alho. 2004. *Iso suomen kielioppi* (Suomalaisen Kirjallisuuden Seuran toimituksia 950). Helsinki: Suomalaisen Kirjallisuuden Seura.

Journal articles

Hint, Helen, Djuddah A. J. Leijen & Anni Jürine. 2022. Eestikeelse akadeemilise teksti tunnustest. *Keel ja Kirjandus* 65(4). 327–353. <https://doi.org/10.54013/kk772a3>

Lehiste, Ilse. 1972. The timing of utterances and linguistic boundaries. *The Journal of the Acoustical Society of America* 51(6B). 2018–2024. <https://doi.org/10.1121/1.1913062>

Lindström, Liina, Maarja-Liisa Pilvik & Helen Plado. 2021. Variation in negation in Seto. *Studies in Language* 45(3). 557–597. <https://doi.org/10.1075/sl.19063.lin>

Tragel, Ilona & Aimi Pikksaar. 2023. Authority and solidarity on the Estonian COVID-19 signs: In line with the government's guidelines, we ask you to wear a mask. *Frontiers in Artificial Intelligence* 5. 1000188. <https://doi.org/10.3389/frai.2022.1000188>

Manuscripts

Aasa, Triin. 2022. *Intensiivistajad eesti noortekeeles*. Tartu Ülikool, eesti ja üldkeeleteaduse instituut. Bakalaureusetöö. <http://hdl.handle.net/10062/82601> (04.04.2024).

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

Legal texts, strategies, corpora, online dictionaries, etc. online material

ELS 2021–2035 = *Estonian Language Strategy 2021–2035*. The Ministry of Education and Research. https://www.hm.ee/sites/default/files/documents/2022-12/HTM_eesti_keeles_arengukava_2020_A4_web_ENG.pdf (03.02.2025)

IES = *English-Estonian MT dictionary*. <https://arhiiv.eki.ee/dict/ies/index.cgi> (03.02.2025).

Abstract, summary and keywords

The editor of the volume decides whether abstract, summary and keywords are necessary, depending on the nature of the volume.