

Guidelines for the submission of manuscripts

Format of submissions

Submissions should be created using MS Word. If you need to use a different word processing package, check with the Managing Editor before submission. Ensure that you use the following settings:

- page layout is set to A4 paper size;
- paragraphs are set to single line spacing;
- the main text is styled using the default 'normal' paragraph style. Never use 'direct', 'character', or 'hard formatting' except where specific words need to be in italics, bold or underlined;
- use Times New Roman, 12 pt as your basic paragraph style. (You may find this is already the default 'normal' style in Microsoft Word);
- justification and hyphenation is turned off. (You may need to redefine the normal paragraph style to do this);
- except for the special cases listed below, please do not make distinctions by using different typefaces. Use only bold, italic, or underline styles.

The special cases where different fonts may be needed are:

concordances may need to be set in courier;

phonetics may need to be set in an IPA font;

special symbols may need to be set in a symbol font;

text in a language which uses a non-roman writing system (e.g. Mandarin).

Headings

Use no more than three levels of heading below the title and ensure that each level is clearly identifiable. Section headings (using MS Word default styles) are Heading 1, subsection Heading 2, and so on. Headings should not be numbered.

Notes

Notes should be kept to a minimum, and should be placed at the end of the document, before the references. Do not use any automatic footnote or referencing system which may be built in to your word processor. Number your notes consecutively, starting with 1, and place note references outside punctuation.

References

References should follow the author-date system, using the examples given below for guidance as to style. The copy-editor will check the references, but it is extremely important to:

- use a style as close as possible to that used in the examples below;
- be systematic in your use of punctuation, order of elements in the reference;
- include *all* the elements required for a full reference (eg place of publication).

Displayed examples

Displayed language examples should be numbered as follows:

- (1) Frank liked Joan.
- (2) (a) Joan always liked Frank.
(b) Joan never liked Frank.

Tree diagrams

Any tree diagrams should be treated as displayed examples and numbered in the same sequence. They should be prepared as finished artwork, ready for reproduction. Do not use any specialized software for creating trees which requires the use of special software or fonts in the publisher's production department.

Figures and tables

At the point where a figure or table should appear in the text, on a separate line write:

[FIGURE 1 NEAR HERE]

The figures and tables themselves should be included at the end of the article or as separate files. Each figure and table should be clearly labelled with number and caption. They should be numbered Figure 1, Figure 2, Table 1, Table 2, etc.

Do not treat as a figure something which contains only text, even if the text needs to be arranged in a special way on the page. Similarly, do not describe as a table something which is better treated as a simple list.

Transcript data

Wherever possible, transcript data should be numbered by turns rather than lines so that linebreaks can be reformatted during pagination. Where linebreaks need to be maintained, or lines need to be numbered individually, the length of each line, including line number and any speaker names, should not exceed 65 characters.

Where elements need to be aligned with others on lines above or below use tabs or create a table. Never rely on multiple spaces to produce alignment.

Ensure that you have punctuated any transcripts in a consistent way. Transcript data will not be subject to copyediting and will be reproduced exactly as submitted insofar as the need for consistent page layout allows.

Preparing artwork

If a figure is complex, it will need to be supplied separately, preferably as an electronic file, or if necessary as hard copy. In either case, the figure will be reproduced as artwork, exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. (The maximum usable area for a full page figure is approximately 200mm x 125mm).

- Do not use colour in artwork. When reproduced in greyscale, distinctions may not show clearly.
- Do not use any special software to create artwork if it is also required on a user's machine to display correctly.
- Photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size.

Style

Spelling

- British or American English is acceptable, but please state which convention you are following and adhere to it.
- Our house style avoids hyphens, e.g. in 'sociolinguistics', 'multicultural', 'overrepresentation', etc.
- Please use double hyphens to indicate page ranges, e.g. 127--47.

References

This section should contain all works cited in the text and only those. List them in alphabetical order by author/editor name.

Journal article

Author, A. and Author, B. C. (date) Title of article with initial capital and capitals for Proper Nouns only. Journal Title in Italics with Main Words Taking Initial Caps vol. no: page range.

Ostermann, A. C., Dowdy, J. D., Lindemann, S., Turp, J. C. and Swales, J. M. (1999) Patterns in self-reported illness experiences: letters to a TMJ support group. *Language and Communication* 19: 127--47.

Book

Author, A. and Author, B. C. (date) Title of Book in Italics with Initial Capitals for Main Words. Place of publication: Publisher.

Shuy, R. W. (1998) *Bureaucratic Language in Government and Business*. Washington, DC: Georgetown University Press.

Article in edited collection

Srivastava, A. K. and Gupta, R. S. (1990) Literacy in a multilingual context. In D. P. Pattanayak (ed.) *Multilingualism in India* 67--78. Clevedon: Multilingual Matters.

Electronic references

Add availability information to the reference, e.g.:

Durbridge, N.H. and Stratfold, M. (1997) Varying the texture: a study of art and learning. *Journal of Interactive Media in Education* 1: 13--16. Retrieved on 10 October 1997 from <http://www-jime.open.ac.uk/jime/current.html>

Citations

In your text, use the following format for citations:

Shuy (1998) claimed ...

First citation of article with more than three authors:

Ostermann, Dowdy, Lindemann, Turp and Swales (1999) suggest ...

Subsequent citations:

Ostermann et al. (1999)

Quotations

Quotations over 40 words in length should be given a new paragraph, using an indented paragraph style. The citation (or the page number[s], if the author and date are used to introduce the quote) should follow the final punctuation mark of the indented quotation, with no full stop after the closing parenthesis.

(Shuy, 1998: 73--4)

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It is your responsibility as author to ensure that you have obtained any permissions to reproduce any part of another work. If your article contains extracts from other works, especially figures, tables, poetry etc., please contact the authors and publishers before submitting the final version to seek permission to use their work.

If primary data is to be included, research participants should have signed a consent form.

Checking your manuscript before submission

Please check your manuscript carefully before submitting it for publication. Ensure that it conforms, as far as possible, to the requirements set out in these Guidelines.

Remember that if you have been working extensively on your Word file, it may not be in a very 'clean' state for the production process. You can help greatly by making sure:

- that you have removed all 'double spaces' which may have appeared as a result of 'cut and paste' editing;
- that there is no 'double punctuation';
- that you have used only a single space between sentences;
- that you have no spaces or tabs at the start of a paragraph;