



Notes for Authors

Thank you for agreeing to write an article for Language and Linguistics Compass – our unique online reviews and surveys journal from Blackwell Publishing. Please take a moment to read over these notes which will assist you in the preparation of your article.

Language and Linguistics Compass will be used by a diverse audience and many of the readers of the articles will be non-specialists. Your article should be accessible to them but still have fresh material that would be of interest to people in your field.

The article could be used by an instructor who wants to direct their students to a short article to use as the basis of a class discussion, by a linguist who wants to find out about the latest developments in fields that impact on theirs or by an instructor who wants to have to teach in an area outside of their specialty and needs to find out the main points that need to be put across to their students.

Compass style

The style should be crisp, concise and informative, and livelier than a research paper. Remember: you are writing for non-specialists from many different areas. Your article will be their gateway into a new subject. Your aim is to engage as well as inform the reader.

Articles will fall into at least one of the following three categories and will answer one or more of the questions below:

1) Recent research and debates in your field – What debates are driving your field? What new research has been published? What does it add to these debates or the field more generally? Can you put that new research in context? Does a new school of thought or paradigm seem to be developing? Has a new controversy erupted?

2) Comparative look across sections or boundaries – Are there related things happening in different fields? How are various fields interacting? Can you suggest comparisons that have not been fully explored? Can one area provide an insight into another when used in teaching or research?

3) State of the field – Can you offer a fresh perspective on developments in your field? Perhaps there are arguments or fads

drawing attention away from what you think are the critical points? Which critical approaches are dominating the field or gaining momentum? Are there resources or archives that are new or underused and are worthy of attention? Has the field been affected by or is it impacting on current affairs? Which critical approaches are dominating the field or gaining momentum? Is your area well and fairly covered in the media?

Topic and Length

The topic and length of your article will be agreed with the Section Editor before you begin writing, but the average length is around 5,000 words.

Peer-review

Your article will be peer-reviewed by two scholars in the field (one who will normally be a member of the Editorial Board) chosen by the Section Editor. The identity of an author will not be made known to the reviewers. The reviewers have the option of identifying themselves to the author.

The editor will send you the reviewers' reports or comments for your consideration. Once you have made any appropriate changes the article should be returned to the editor. No alterations will be permitted after this stage.

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You will be directed to a website where the proofs of your article are to be corrected. At this stage you should correct typesetter errors only.

Offprints

Authors will be sent a PDF version of their article via email when the article is published.

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Your article will be copy-edited and typeset like a print journal. Language and Linguistics Compass users will see an HTML version of the article on the screen, with the option to download a PDF version. Users will be able to cite your article in their publications, email details of the article to their colleagues, or use it in their class reading lists.

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3. A short biography document (see below for details)
4. If your article contains figures please supply the image files either in JPEG, GIF or TIF formats

When submitting your article, or a revised version, please also include a PDF file of it in your submission. This is particularly important if your article contains special fonts.

Cover Letter

Articles should be accompanied by a cover letter containing a statement that the article has not been submitted for publication elsewhere, and will not be submitted elsewhere until a decision has been rendered by the Editor-in-Chief. You may also give details of any special circumstances that apply to your article in the cover letter.

Title page

The title should be concise and informative. Only the first letter and proper names are capitalized. The title page should include the title of the paper, name(s), primary professional/academic affiliation(s) i.e. Department/Unit and Institution and e-mail address(es), of the author(s) as they wish them to appear.

Abstract

Please include an abstract of your article of not more than 150 words at the beginning of your manuscript. You should also select a maximum of 5 key words from the list provided on Manuscript Central.

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Many students and researcher looking for information online will use search engines such as Google, Yahoo! or similar. By optimizing your title and abstract, you will increase the chance of someone finding it. This in turn will make it more likely to be viewed and/or cited in another work. In order to optimise your abstract, we recommend you:

- Ensure the key phrases for your article's topic appear in the title and abstract e.g. 'Intercultural Communication.'
- Use the same key phrases, if possible, in the title and abstract. Note of caution: unnecessary repetition will result in the page being rejected by search engines so don't overdo it.

Text

Ideally you should prepare your article using a well-known word processing program (such as MSWord) and save it as a .doc or .rtf file. The text should be submitted in a well-know 12-point font (such as Arial, Helvetica, or Times), with 2.54 cm (1 inch) margins on all four sides of the page. Authors may also use a special typeface (e.g. bold, italic, Greek, etc.) where necessary. All parts of the article (abstract, text, references, tables, and figure captions) must be double-spaced and paginated. Format your article as follows, starting each section with a new page: (1) title page, (2) abstract, (3) text, (4) acknowledgements, (5) references, (6) figure captions, (7) figures, (8) tables.

UK or US style?

You may write in the version of English (e.g. UK, US, international) that is most comfortable to you. However whichever conventions you use must be followed throughout. (e.g. italicise OR italicize, behaviour OR behavior, centre OR center, etc.

Language

Articles should be written in non-sexist, non-racist language, and phrasing that might generate antagonism or be construed to be cynical or derogatory should be avoided.

Dates in the text should be given in the form 20 September 1985.

Latin Abbreviations (e.g. i.e. cf. N.B.) appear in plain text without a trailing comma.

Measurements

Measurements may either be given in the SI metric system or in English with the SI equivalent in brackets. Abbreviations (mm) do not take a plural form and are not followed by a full point. Numerals should be used in the text for all full units of measurement but words should be used for quantities of objects, persons, etc., and for numbers from one to twenty. Please make sure that fractions are displayed properly. In a sentence like 'Two-thirds of the world's people produced 4/5 of total world output', '4/5' should be replaced with 'four-fifths'.

Equations

Equations should be numbered consecutively with bracketed Arabic numerals in the right-hand margin. Authors may also use a special typeface (e.g. bold, italic, Greek, etc.) where symbols occur in the text. Careful attention should be paid to sub- and superscript symbols, and upper and lower case letters. All constituent terms should be defined when they initially appear.

Notes

When it is possible specific arguments or points should be amplified at an appropriate place in the text. When this is not possible endnotes may be used sequentially throughout the text. Endnotes should be in the format 1, 2, 3 rather than i, ii, iii.

Figures

Authors may include as many illustrations, photographs, maps and diagrams as they wish. These are all referred to as 'figures' and should be numbered consecutively using Arabic numerals (Figure 4, etc.).

Authors are responsible for obtaining permissions and paying any related fees for any figure they wish to include. Please confirm with the Language and Linguistics Compass Assistant that the image can be included before paying any such fees.

The figure should be submitted in JPEG, GIF or TIF format. The maximum size image that can be loaded onto Manuscript Central is 40 Megapixels. Captions should be concise but as informative as possible, and must be typed double spaced and listed on a separate sheet.

Titles should be incorporated into the figure caption; captions should not be a part of the figure and should include any acknowledgements necessary.

Figures and photographs are numbered consecutively using Arabic numerals (Figure 4, etc.). All maps, diagrams, illustrations and photographs are referred to as 'Figures'

Wherever possible authors should submit original figures with their manuscripts; if this is not possible authors should ensure that the files are of sufficient quality to be viewed without pixel breakdown when they are viewed at 150 to 200% of their original size on screen. Equally, authors should take care that they do not resize and distort original figures.

Whatever format is used authors should ensure that all figures are internally consistent and stylistically similar and they should be aware that colour may serve to enhance differences between figures.

Tables

Tables must be typed double spaced, using as few horizontal rules as possible and no vertical rules. They should be numbered consecutively using Arabic numerals (Table 4, etc.). Titles should be concise but as informative as possible. Decimals appearing in tables should include leading zeros i.e. 0.1273.

Headings

Only the first letter and proper names are capitalized.

This is a first level heading

First level headings are flush left on a separate line. The first text line following is flush left.

This is a second level heading

Second level headings are flush left on a separate line. The first text line following is flush left.

Short Biography

Heading should be 'Short Biography'.

At the end of the article please include a short biographical paragraph about yourself. You should include a few sentences about each of the following: educational history, recent professional/teaching history, research interests and some information about recent or forthcoming publications. Here is an example of a well-written biography:

John Doris' research is located at the intersection of psychology, cognitive science, and philosophical ethics; he has authored or co-authored papers in these areas for *Noûs*, *Bioethics*, *Cognition*, *Philosophy and Phenomenological Research*, *The Encyclopedia of Cognitive Science*, *The Encyclopedia of Ethics*, and the *Oxford Handbook of Contemporary Analytic Philosophy*. His book *Lack of Character* (Cambridge 2002) argues that reflection on experimental social psychology problematizes familiar philosophical and "folk" conceptions of moral character. Current research involves both theoretical and empirical research on moral responsibility, evaluative diversity, rationality, and the self. He has held fellowships from Michigan's Institute for the Humanities, Princeton's University Center for Human Values, and the National Endowment for the Humanities. Before coming to Washington University in St. Louis, where he presently teaches, Doris taught at the University of Michigan and the University of California, Santa Cruz. He holds a BA in Philosophy from Cornell University and a PhD in Philosophy from the University of Michigan, Ann Arbor.

Glosses and Translations Of Examples

Examples not in English must be translated or glossed as appropriate. Sometimes, both a translation and a word-for-word or morpheme-by-morpheme gloss are appropriate.

a. Place the translation or gloss of an example sentence or phrase on a new line below the example:

(26) La nouvelle constitution approuvée (par le congrès), le président renforça ses pouvoirs.

'The new constitution approved (by congress), the president consolidated his power'.

b. Align word-for-word or morpheme-by-morpheme glosses of example phrases or sentences with the beginning of each original word:

(17) Omdat duidelijk is dat hie ziek is.

because clear is that he ill is

c. Observe the following conventions in morpheme-by-morpheme glosses:

i. Place a hyphen between morphs within words in the original, and a corresponding hyphen in the gloss:

(41) fog-ok próbál-ni olvas-ni
will-lsg try-inf read-inf

ii. If one morph in the original corresponds to two or more elements in the gloss (cumulative exponence), separate the latter by a period, except for persons; there is no period at the end of a word:

(5) es-tis be-2PL.PRES.IND.ACT

iii. Gloss lexical roots in lowercase roman type.

Gloss persons as 1, 2, 3, and 4.

Gloss all other grammatical categories in small capitals (double underscore).

iv. Abbreviate glosses for grammatical categories. List the abbreviations in a note.

Phonetic and Orthographic Characters

For special phonetic and orthographic characters, please use the SIL Doulos fonts, which are available at:

http://scripts.sil.org/cms/scripts/page.php?site_id=nrsi&id=DoulosSILfont

References

LSA style should be used for inline citations and the list of References. The reference list is a very important tool for readers. Each reference will be linked electronically to the online source, so it is important that your bibliography be as concise and comprehensive as possible. **YOUR ARTICLE CANNOT BE PROCESSED WITHOUT AN ABSTRACT OR REFERENCE LIST, SO PLEASE BE SURE TO INCLUDE THEM.**

Quotations

Every quotation should be accompanied by a reference to its source (e.g. Author 2005) with page numbers where relevant (e.g. Author 1991:75-6)

Short quotations (less than 30 words) “should run on within the normal sentence structure” (Author 2005). Use quotation marks to distinguish the quote, and, if appropriate, precede by a comma (for shorter quotations) or a colon (for longer quotations).

Long quotations (more than 30 words) should be displayed.

Displayed quotations do not require quotation marks. They should be set smaller than normal text type and indented by the normal paragraph indent, with no extra space above or below. (Author 2005)

References examples

The Works Cited should be alphabetized by the last names of the authors (or editors); if a work has no author or editor, it should be alphabetized by the first word of the title, disregarding *A*, *An*, or *The*.

If there are two or more works by the same author, use the author's name only for the first entry. For subsequent entries use three hyphens followed by a period. The titles should be listed in alphabetical order.

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Dorian, Nancy C. (ed.) 1989. Investigating obsolescence. Cambridge: Cambridge University Press.

Hale, Kenneth, and Josie White Eagle. 1980. A preliminary metrical account of Winnebago accent. *International Journal of American Linguistics* 46.117-32.

Miner, Kenneth. 1990. Winnebago accent: the rest of the data. Lawrence: University of Kansas, ms.

Perlmutter, David M. 1978. Impersonal passives and the unaccusative hypothesis. *Berkeley Linguistics Society* 4.157-89.

Poser, William. 1984. The phonetics and phonology of tone and intonation in Japanese. Cambridge, MA: MIT dissertation.

Prince, Ellen. 1991. Relative clauses, resumptive pronouns, and kind-sentences. Paper presented at the annual meeting of the Linguistic Society of America, Chicago.

Rice, Keren. 1989. A grammar of Slave. Berlin: Mouton de Gruyter.

Singler, John Victor. 1992. Review of Melanesian English and the Oceanic substrate, by Roger M. Keesing. *Language* 68.176-82.

Stockwell, Robert P. 1993. Obituary of Dwight L. Bolinger. *Language* 69.99-112.

Tiersma, Peter M. 1993. Linguistic issues in the law. *Language* 69.113-37.

Yip, Moira. 1991. Coronals, consonant clusters, and the coda condition. The special status of coronals: internal and external evidence, ed. by Carole Paradis and Jean-Francois Prunet, 61-78. San Diego, CA: Academic Press.

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