Publication guidelines for the Pragmatics & Language Learning series


Pragmatics & Language Learning (’PLL’), a refereed series sponsored by the National Foreign Language Resource Center (’NFLRC’) at the University of Hawai‘i, publishes selected papers from the biannual International Pragmatics & Language Learning conference under the editorship of the conference hosts and the series editor, Gabriele Kasper.

1. INITIAL SUBMISSION & ACCEPTANCE

After you submit the complete manuscript of your conference presentation, not to exceed 9,000 words (including all figures, tables, references, appendices, and notes, both the series editor and the volume editor(s) review it.

After this evaluation, the editors are in a position either to accept or reject a manuscript. It sometimes happens, however, that the reviewers are encouraging but recommend further work before we are able to accept the manuscript for publication.

Upon acceptance of your final manuscript, we ask you to sign and return a Letter of Agreement regarding copyright and authorship. We regret we are unable to offer you remuneration or royalties for your contribution.

2. HOW TO PREPARE A MANUSCRIPT FOR PUBLICATION

Prepare text as document (Word preferred) file(s). Depending on the complexity of your submission, for example, if it includes non-standard fonts, complex tables, linguistic examples or other types of text blocks that potentially do not display faithfully across computer platforms, we may, in addition, request a PDF printout of portions or all of your submission to assure that formatting translates correctly. The Word files and the PDF that you submit must be identical.

Electronic files. The following instructions on file preparation have been adapted from guidelines published by the University of Washington Press (2005).

• In the case that you create a new file for each chapter, separate article, or other major subdivision, name files sequentially in the order that they appear in the book, for example, 01acknowlg.doc, 02preface.doc, 03chap1.doc. You do not need to create a numbered table of contents. Do not include files that are not part of the actual submission (e.g., previous versions, etc.).

• If your submission contains non-standard Mac fonts, please contact Deborah Masterson at mastersn@hawaii.edu in advance of submission to verify they are printable.

• Number headings (1., 1.1, 1.1.1, etc.). Even though in the final publication headings aren’t numbered, numbering headings in the ms. makes the
author’s intentions perfectly clear. Also, numbering the headings often uncovers instances of "orphaned" headings.

- Submit electronic files via this website:
  http://www.jotform.us/mastersn/NFLRCguidelines

### 3. FIGURES AND ILLUSTRATIONS

**Tables, figures, photos, screen grabs, and charts.** Electronic versions of graphic elements are preferred. However, if you wish to include something for which you have a hard copy version only (maps, drawings, photographs, handwritten notes, etc.), NFLRC can make the conversion to electronic versions. Please contact Deborah Masterson at NFLRC for further instructions.

Many authors include bar charts, graphs, and similar objects created in Excel. Please keep in mind that the finished text area is 4 7/8" x 7 1/8" and avoid using small font sizes that may be rendered unreadable upon reduction. Also, be aware that the final version is black and white, so the use of color in a chart may not be particularly salient after conversion.

### 4. TRANSCRIPTS

If appropriate to the purpose of the study, extended speech should be transcribed according to standard conversation analytic conventions (e.g., Schegloff, 2007). Provide a list with all additional symbols and abbreviations. Transcripts are usually complex instances of text that depend upon very precise alignment to in order to present viable samples of the linguistic phenomenon the author wishes to exemplify. To avoid introducing errors during the formatting process, we ask the author to format transcripts and convert them to PDFs which we then insert into the text as is.

NFLRC does not edit transcripts; it is the sole responsibility of the authors and editors to create FINAL VERSIONS before submitting the PDFs. Requests to make edits to transcripts post-submission slows the process substantially.

In running text, it is sufficient to indicate where these are included (e.g., “[insert Trans. 4 here]”). Number the transcript PDFs with the first author’s name and matching transcript number (e.g., “WongTRANS4.pdf”).

Authors are responsible for ensuring that the prose translation is indeed a functionally equivalent translation, that is, it has to represent the original in acceptable and contextually appropriate English. That means that there may be no translation equivalents for some features such as particles, or the translation equivalents have to be expressed through different linguistic categories. Translation equivalents for the same linguistic form are often co-textually variable.

Please use the following guidelines for preparing the final submission of all transcripts.
• **Transcripts of languages other than English.** Include the original text (plain text, using a Roman alphabet if possible), a *gloss translation* and a *prose rendering* in English. Arrange the lines in the following order:

  - **Original text**  
    - [plain text in Courier DO NOT USE “Courier New” FONT or supplied non-Roman font]
  - **Gloss translation**  
    - [Courier italics]
  - **Prose rendering**  
    - [Courier italics]
  
  [plus one hard return to separate each set]

• **Character formatting.**

  - **Gloss translation** and **prose rendering** font: “Courier”, 10 points. Use characters and spaces only.
  - **Original text** (if other than Roman characters): 10 points, author must supply any non-standard Mac-compatible font required.

• **Paragraph formatting.**

  - line spacing: single
  - space before: 0
  - space after: 0

• **Text area dimensions.** The text area for books in the *P&I* series measures 4 7/8" x 7 1/8". To conform to this format,

  - make sure that the length of a line does not exceed 4 7/8 inches, or 55 characters per line (this includes spaces and also line numbers, if used), and
  - there are no more than 45 lines of text (a return counts as a line) per page. Do not split groupings of original text line, gloss line, and prose rendering across pages, even if this leaves several blank lines at the bottom of a page.

• Number all lines in transcripts consecutively.

• Do not split transcripts into columns or insert into tables.

• **Example transcript : language other than English, Roman alphabet.**

  [return]
  122 I: mkutano wa watu gani?  
  meeting of people kind
  what kind of people were at the meeting

  [return]

• **Example transcript : language other than English, non-Roman alphabet.**

  [return]
  15 N: à.() tuân này là xong há?  
  oh week this be finish QuesM
  oh, this week and it’ll be finished

  [return]
• Example transcript: turns extending over multiple lines.

[return]

26 MI: (.5) ma (.) bappon kaikaku shite kara (. ) yare
SF fundamental reform doing after do
27 to yuu no wa .hh kekkyoku bappon kaikaku
QT say N TP .hh after all basic reform
28 sonomono no SAKIokuri da to=
itself LK postponing CP QT
well doing it after the basic political reform
would after all mean .hh the same thing as
postponing the reform, is that what you’re saying

[return]

5. EDITING, DESIGN, AND PRODUCTION

NFLRC formats your manuscript and then forwards it to a copy editor. The copy editor reads the entire manuscript to ensure that grammar, spelling, and punctuation are correct; imposes consistency and house style in such matters as capitalization, punctuation, and treatment of foreign words; and checks the in-text citations against the bibliography and vice versa. Do not include bibliographic entries in the references that you have not cited in the text. The copy editor may also call your attention to what seem to be examples of unnecessary repetitions, unclear phrasing, faulty transitions, or verbosity. The copy editor will not attempt extensive rewriting or alteration of your basic style. NFLRC copy editors follow the guidelines of the Publications Manual of the American Psychological Association (6th edition).

Next, we send you galleys of the publication showing any suggested revisions and accompanied by the copy editor’s queries. Your review of the copyedited manuscript is a very important part of the publication process. This is the time to make sure that the manuscript is just as you want it.

The primary responsibility of proofreading rests with you.

At this point, your work should be ended; you will not receive additional proofs unless either you or the editor feels that it is necessary. NFLRC is responsible for checking final revisions.

6. MULTI-AUTHOR BOOKS

In the case of manuscripts with multiple authors, the first listed author is the responsible party in all dealings with the NFLRC as outlined above, unless we have previously agreed on an alternative arrangement. This is also true of edited collections with multiple editors; the first listed editor is the responsible party.

The publication of edited collections consisting of articles by several different contributors poses special challenges. The NFLRC primarily works with the principal, or “title-page” editor, whose role is crucial. The title-page editor must order the parts, suggest preliminary revisions, write an introduction or preface that provides a proper context, and work with the authors on any revisions that the peer reviewers or NFLRC editors have proposed.

Once NFLRC accepts a multi-author manuscript for publication, the title-page editor should instruct the authors about the preparation of both the hard copy and
electronic versions of their contributions. It is the title-page editor’s responsibility to upload the complete submission via the website:
http://www.jotform.us/mastersn/NFLRCguidelines

Each first author receives a copy-edited and final-formatted galley of his or her contribution. He or she looks over the galley and submits minor edits and corrections. NFLRC does not accept edits and corrections from other than the first author, except by previous arrangement.

After NFLRC makes galley corrections, we assemble the entire Monograph, including—where appropriate—front matter, preface, introduction, book-level appendices, book-level reference section, index, and a listing of other NFLRC titles in the series. This galley is sent to the title-page editor for final edits and approval.

**Contact information.** We need this information in order to correspond via email regarding the content of each author’s chapter and also to be able to mail a complimentary copy upon publication. Please prepare a single file containing the following information for each author and editor for upload to the website: http://www.jotform.us/mastersn/NFLRCguidelines. We assume the first listed author is the contact person for purposes of editing and revision unless you specify an alternate.

- Contact information for all authors and editors:
  > name [as you want it to appear]
  > affiliation
  > address
  > email

- AUTHOR(S) [& EDITOR(S) in the case of an edited volume]: Biographical sketch (about 75–100 words); example:

  Sayoko Okada Yamashita is currently teaching Japanese as a second language in the Division of Languages at International Christian University and the teaching practicum for the Labo International Foundation. She has also been developing audiovisual materials for language teaching as a committee member of the National Language Research Institute. She has published a textbook for Japanese and articles on applied linguistics and Japanese language teaching. She received her EdD from Temple University. Her current research interest is in the testing of pragmatics. [82 words]

- Book blurb (about 75–100 words); example:

  Although the study of cross-cultural pragmatics has gained importance in applied linguistics, there are no standard forms of assessment that might make research comparable across studies and languages. The present volume describes the process through which six forms of cross-cultural assessment were developed for second language learners of English. The models may be used for second language learners of other languages. The six forms of assessment involve two forms each of indirect discourse completion tests, oral language production, and self-assessment. The

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* If you intend to include an index, talk to Deborah early on about this process. Do not create and submit an index.
procedures involve the assessment of requests, apologies, and refusals.

7. PERMISSIONS

It is the author’s responsibility to secure written permission for the reproduction of any material owned by others, beyond what is covered by “fair use.” According to the Chicago Manual of Style (4.51–4.58), “fair use allows authors to quote from other authors’ work or to reproduce small amounts of graphic or pictorial material for purposes of review or criticism or to buttress their own points.” Use of any literary work in its entirety does not constitute fair use. It is also the author’s responsibility to pay any permission fees.

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9. REFERENCES


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QUESTIONS?

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