

## Notes for contributors

1. **Contributions** (approx. 6000–8000 words) should be in English (American spelling). Authors whose native language is not English are asked to have their article carefully checked by a native speaker. Manuscripts should be submitted as **e-mail attachments** to: <TEXTandTALK@cardiff.ac.uk> and **one hard copy** sent to the Editor: Srikant Sarangi, TEXT & TALK, Centre for Language and Communication Research, Cardiff School of English, Communication and Philosophy, Cardiff University, Humanities Building, Colum Drive, Cardiff CF10 3EU, UK. The journal operates an anonymous peer review process.
2. The manuscript must be accompanied by a **cover sheet** listing, after 'Submission for TEXT & TALK': **name(s)** of the author(s); **institutional address**, telephone, fax numbers, and **e-mail** address of the main author; home telephone number; article **title**; **short title** (for running head); and character count (including punctuation, spaces, etc.).
3. On separate pages please supply: 1) **bionote** (brief academic biography of the author, maximum of 75 words, including correspondence address); 2) **abstract** (maximum of 200 words) summarizing the whole article, not just the conclusions; 3) **six keywords**.
4. **Manuscripts** must be typed double-spaced in 12 point font on one side of A4 or letter-size paper, divided into sections with numbered headings. All pages must be numbered. Emphasized words or phrases should be italicized. Foreign words should also be italicized and followed by a translation in single quotation marks. Use single not double quotation marks throughout. Please avoid the use of boldface in the text. For data transcripts (with line numbers rather than turn numbers), use a maximum of 60 characters per line (including spaces).
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