

# Instructions for authors

## 1. Submitting an article for publication

**Manuscripts of articles** (approx. 50,000–60,000 characters, including punctuation, spaces, etc.) should be in English. Authors whose native language is not English are asked to have their article carefully checked by a native speaker.

Manuscripts should be submitted electronically. Please e-mail submissions as attached files to the Editors-in-Chief:

E-mail: [Politeness.Research@degruyter.com](mailto:Politeness.Research@degruyter.com)

The article must be accompanied by 1) **cover sheet** listing after ‘Submission for Journal of Politeness’: name(s) of the author(s); full institutional address and e-mail address of the main author; **short title** of the article (for running head); size of the paper in total characters (including punctuation, spaces, etc.); 2) **abstract** of no more than 200 words, summarizing the whole paper, not just the conclusions; 3) a list of up to six **keywords**; 4) **bionote** (brief academic biography of the author in 50–75 words) on a separate sheet.

## 2. Peer review

The journal operates a double-blind peer review that usually takes four months. Submissions are sent to 2 reviewers.

## 3. Formatting and style

Once accepted for publication, the author(s) will be required to submit the final version **electronically** conforming to journal style.

Please see our style sheet for details regarding journal style at:

[http://www.degruyter.de/files/down/mouton\\_journal\\_stylesheet.pdf](http://www.degruyter.de/files/down/mouton_journal_stylesheet.pdf)

If possible, a common wordprocessing program such as WORD should be used. Any special characters used should be labeled and clearly identified at their first occurrence. The Editors-in-Chief reserve the right to reject any articles that do not conform to the requirements.

## 4. Permissions

Copies of any letters granting permission to reproduce illustrations or tables from other sources, or lengthy quoted passages, must be included with the manuscript.

## 5. Proofs

Authors are asked to check their manuscripts *very carefully* before submitting them in order to prevent delays and extra costs at proofing. Authors will receive PDF proofs for correction which must be returned by dates given in the publication schedule.

## 6. Offprints

Upon publication, authors will receive electronic offprints (in PDF format) of their contribution. Guest editors of special issues will receive complimentary print copies of the issue.