

# Journal of the International Phonetic Association

## Editorial policy

The *Journal of the International Phonetic Association* is concerned with all aspects of the theory, description, and use of phonetics and phonology. Contributions are subject to review and to the Editor's final decision as to publication. The primary language of the *Journal* is English, though contributions in other languages of wide scholarly currency may be accepted. Contributions in English may use either British or American standard spelling and punctuation, consistently.

## Submission of manuscripts

Except for book reviews, all manuscripts should be submitted to John Esling, Editor of *JIPA* (esling@uvic.ca, Department of Linguistics, University of Victoria, Victoria, BC V8W 3P4 Canada). Initially, submissions should be in a form that can be conveniently read by Editors and reviewers, and tables and figures should be included in the same document as the text. Papers may be submitted in hard copy in triplicate, but electronically submitted PDF files, e-mailed as AuthorName.pdf attachments (e.g. Smith.pdf) or sent on disc, are preferable. An e-mail address is required for publication. Most standard word-processing formats (for either PC or Macintosh) are supported.

Books for review and manuscripts of book reviews should be sent to Linda Shockey, Reviews Editor (School of Linguistics and Applied Language Studies, University of Reading, P.O. Box 218, Reading, RG6 6AA, UK; l.shockey@reading.ac.uk).

After a paper or a book review has been accepted for publication, authors must be prepared to submit it as specified below. If extensive re-formatting is necessary, the Editors reserve the right to refer the manuscript to the author for improvements. Phonetic transcriptions should make use of the symbols and conventions of the Association's alphabet in its latest revision. Text should use 12 pt Times font and – consistently throughout the entire manuscript. Phonetic symbols should use IPA Kiel, SIL, or similar fonts, or compliant Unicode fonts similar in style to LaserIPA in Unicode (from Linguist's Software Inc. <http://www.linguistsoftware.com>). It is important that all IPA symbols throughout the paper are entered from a single set of fonts. The LaserIPA in Unicode fonts used in *JIPA* are available at 20% discount if you note 'JIPA referral' when ordering from <http://www.linguistsoftware.com/liu.htm>.

The final version of all material accepted for publication, including final tables and graphics files, must be submitted in hard copy, accompanied by the electronic copy in identical DOC and PDF files.

## Manuscript style

**Page layout and text organisation.** The text should be double-spaced with 1" (2.5 cm) margins on all sides, and page numbers in the top right corner. Material in longer articles may be organised into sections (numbered 1, 2, etc.) and subsections (numbered (1.1, 1.1.2, etc.) that have their own titles. All section headings should be on a separate line, in bold and flush left. Acknowledgements and any appendices should follow the text and precede the references. The (approximate) position of each table and figure must be indicated in the main-text file and there must be an explicit mention of each table and figure within the text of the article. See further instructions in section 'Tables and figures' below. Book reviews should not include section headings or appendices. Illustrations of the IPA use specific standardised headings.

**Abstracts.** Papers must include an abstract of up to 200 words. Contributions in languages other than English should be accompanied by an abstract in English. Book reviews and contributions to the series *Illustrations of the IPA* do not need an abstract.

**Footnotes and references.** Footnotes should be avoided as far as possible. Citations in the text should give the name of the author and the year of publication, and, where relevant, the page(s) referred to: e.g. ‘(Jones 1963)’, ‘Abercrombie (1967: 161)’, etc. Where essential, footnotes should be numbered consecutively in superscript Arabic numerals throughout the text, and collected as a separate list attached at the end of the manuscript, after the references. All and only works referred to in the text and footnotes should be listed in the References. Use the format illustrated below, noting authors’/editors’ first names in full, the first-name–surname order except when at the start of an entry, capitalisation in article, book and journal titles, and the use of italics and punctuation, including the long hyphen (–) and the ampersand (&).

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**Tables and figures.** In the final version, all tables and figures should be submitted as clear originals on paper and as computer files, in black and white or grey (not colour). The hard (i.e. paper) copy of each table and figure should be on a separate page (even if the object is small), with the table or figure number identified. In the electronic version, all the tables must be in a single file (named e.g. Smith\_Tables1-8.doc). The title of each table should be placed just above the table. Unless they are particularly intricate, tables should contain horizontal lines only. Figures must be produced electronically or drawn to a standard that will allow all lines and text in the figures to be reproduced clearly in print. The resolution must be at least 400 dpi. All the figure captions should be listed at the end of the manuscript in the hard copy, and the list should be in a separate electronic file (Smith-Captions.doc). Each figure in the electronic version should be in a separate file, without any captions or figure numbers – just the object by itself; the figure will be identifiable from the name of its file (e.g. Smith-Figure1). When appropriate, authors should give details of any non-standard hardware and software used for creating the files.

**Recordings of data.** Contributions to Illustrations of the IPA should be accompanied at the time of submission to the Editor by high-quality recordings, preferably as WAV (.wav) files with at least a 22 kHz sampling rate, of all words and narrative text in the target language occurring anywhere in the Illustration. Further instructions on the form of Illustrations are available from the Editors.

## Proofs and PDF files

Authors (or their nominees) will be asked by e-mail to download proofs as PDF files. They will be asked to correct the proofs and send the corrections to the designated Editor and to the copy-editor, preferably by e-mail, within three days of receipt. Upon publication, the corresponding author will be supplied with two hard copies of the journal issue in which the article is printed and a PDF file of their contribution by e-mail.