

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).
5. Following formal acceptance, contributors are requested to submit the **final version** electronically to TEXTandTALK@cardiff.ac.uk. A common PC wordprocessing program such as WORD should be used. Any special characters (e.g., diacritical marks) used should be labeled and clearly identified at their first occurrence.
6. **Line drawings and photographs** (called 'Figures' in the text) must be reproducible originals and should be submitted on separate pages and placed at the end of the manuscript. A note should be placed in the text to indicate the approximate placement, e.g., 'Figure 1 about here'. Figures should be numbered separately, i.e., Figure 1, 2, 3 etc. Captions for all figures should be typed on a separate page at the end of the article. All figures must be cited in the text.
7. **Tables** should be numbered consecutively and titled, and must be referred to in the text.
8. **Endnotes** should be kept to an absolute minimum. They should be numbered consecutively throughout the article (not per page) and listed on a separate sheet entitled 'Notes', preceding the References.
9. **Citations** in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the following style:

Smith (1979)	(Smith 1979: 250–253)	(Smith et al. 1968: 10)
(Smith 1970, 1979)	(Smith and Jones 1976)	(Smith 1970a, 1970b)
(Smith 1979: 24)	(Smith 1979; Jones 1992)	(Smith 1970 [1962])

Do not use 'ibid.' or 'op. cit.' but repeat the author, date, and page citation. In referring to information from a particular work, please give the exact page numbers, e.g. (Smith 1979: 54–59), not '54ff.'
10. All works cited in the text, and only those, must be fully listed in the **Reference section** at the end of the manuscript, in alphabetical order by author. All entries for book publications must include place of publication and publisher. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue number in the case of journal articles. Do not abbreviate the names of journals. Note the system of capitalization and punctuation in the following examples:

Book
Chomsky, N. (1957). *Syntactic Structures*. The Hague: Mouton.

Article in a book
Sacks, H. (1974). An analysis of the course of a joke's telling in conversation. In *Explorations in the Ethnography of Speaking*, R. Baumann and J. Sherzer (eds.), 324–367. Cambridge: Cambridge University Press.

Journal article
Cook-Gumperz, J. and Corsaro, W. (1977). Sociological constraints of children's communicative strategies. *Sociology* 11 (3): 411–434.

Dissertations and theses
Eder, D. (1979). Stratification within the classroom: The formation and maintenance of ability groups. Unpublished doctoral dissertation, University of Wisconsin, Madison.
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