

# 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 Amalia Arvaniti, Editor of *JIPA* (A.Arvaniti@kent.ac.uk; English Language & Linguistics, School of European Culture & Languages, University of Kent, Canterbury, Kent, CT2 7NF). 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 (l.shockey@reading.ac.uk; Department of English Language and Literature (Applied Linguistics), University of Reading, P.O. Box 218, Reading, RG6 6AA, 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. Authors are advised to consult recent *JIPA* articles for illustration of the required style.

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the editor and any reviewers. We list a number of third-party services specialising in language editing and/or translation, and suggest that authors contact as appropriate: <http://journals.cambridge.org/action/stream?pageId=8728&level=2&menu=Authors&pageId=3608>

Please note that the use of any of these services is voluntary, and at the author's own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge published journal.

Phonetic transcriptions should make use of the symbols and conventions of the Association's alphabet in its latest revision. Throughout the entire manuscript/all the files, text should use 12 pt Times/Times Roman font and, for IPA transcriptions, a Unicode-compliant IPA serif font that includes all symbols required (e.g. Doulos SIL, Charis, LaserIPA Unicode). Fonts that are not Unicode-compliant (e.g. IPA Kiel) should not be used. Use the special IPA font even for ordinary letter-like IPA symbols in strings where at least one symbol is drawn from the special IPA font set. This applies to all the symbols, including slants and square brackets if they enclose a transcription string. Non-IPA text in tables and table and figure captions should be set in sans serif font – please follow the format in recent *JIPA* issues.

Please note that *JIPA* requires the phonetic symbol *g* to be *g* (i.e. Opentail *G* = IPA110, NOT Looptail *G* = IPA210), and the length mark to be *ː* (i.e. IPA503, NOT the 'colon' symbol).

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. At present, *JIPA* cannot process LaTeX 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, no right-margin justification throughout. 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. Please avoid automatic formatting of section numbers and section titles, and of example, table and figure numbering and cross-referencing, as this creates problems at typesetting and proofs. Acknowledgements and any appendices should follow the main text and precede the references. The (approximate) position of each table and figure must be indicated in the main-text file by a left-aligned text line in angled brackets: <Table N/Figure N about here>, placed between complete paragraphs, 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. Authors are advised to consult recent *JIPA* papers for illustration of these notes on the manuscript format.

**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 they are essential, footnotes should be numbered consecutively in superscript Arabic numerals throughout the text, and collected as endnotes, using automatic endnotes-tagging function. 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 patterns in article, book and journal titles, and the use of italics and punctuation, including the ampersand (&) in lists of names, the long hyphen (–) in page-number spans, and no parentheses around publication years. Unpublished work must be cited as either 'in press' + all available forthcoming publication details or as an unpublished manuscript. Names (including any first-/second-name initials) and titles must be presented exactly as they appear in the referenced publication. A list of sample entries follows below; please consult recent *JIPA* papers for further examples.

- Abramson, Arthur S. 1999. Fundamental frequency as a cue to word-initial consonant length: Pattani Malay. In *14th International Congress of Phonetic Sciences, Berkeley, University of California (ICPhS 14)*, vol. 1, 591–594.
- Barry, William J. 1992. Comments on Browman and Goldstein: "'Targetless" schwa: An articulatory analysis'. In Docherty & Ladd (eds.), 65–67.
- Bauer, Laurie & Paul Warren. 2004. New Zealand English phonology. In Bernd Kortmann, Edgar W. Schneider, Kate Burridge, Rajend Mesthrie & Clive Upton (eds.), *A handbook of varieties of English: A multimedia reference tool*, vol. 1, 580–602. Berlin & New York: Mouton de Gruyter.
- Boersma, Paul & David Weenink. 2006. Praat: Doing phonetics by computer (version 4.4.34). <http://www.praat.org/> (accessed 24 May 2007).
- Browman, Catherine P. & Louis Goldstein. 1992. 'Targetless' schwa: An articulatory analysis. In Docherty & Ladd (eds.), 26–56.
- Carlson, Barry F. & John H. Esling. 2003. Phonetics and physiology of the historical shift of uvulars to pharyngeals in Nuuchahnulth (Nootka). *Journal of the International Phonetic Association* 33(2), 183–193.
- Docherty, Gerard J. & D. Robert Ladd (eds.). 1992. *Papers in laboratory phonology II: Gesture, segment, prosody*. Cambridge: Cambridge University Press.
- Esling, John H. 1996. Pharyngeal consonants and the aryepiglottic sphincter. *Journal of the International Phonetic Association* 26(1), 65–88.
- IPA. 1999. *Handbook of the International Phonetic Association: A guide to the use of the International Phonetic Alphabet*. Cambridge: Cambridge University Press.
- O'Connor, J. D. & Gordon F. Arnold. 1973. *Intonation of colloquial English*, 2nd edn. London: Longman.
- Sampson, Geoffrey. 1987. Probabilistic models of analysis. In Richard Garside, Geoffrey Leech & Geoffrey Sampson (eds.), *The computational analysis of English*, 30–41. London: Longman.
- Smiljanić, Rajka. 2002. *Lexical, pragmatic and positional effects on prosody in two dialects of Croatian and*

*Serbian: An acoustic study*. Ph.D. dissertation, University of Illinois at Urbana–Champaign.  
Spencelayh, Brendan. 2001. Comparing rhythmic variation in four British dialects. Ms., University of York, UK.  
Steriade, Donca. 1987. Redundant values. *Chicago Linguistic Society (CLS)* 23(2), 339–362.  
Winter, Glyn. 2000. A comparative discussion of the notion of ‘validity’ in qualitative and quantitative research. *The Qualitative Report* [online serial] 4(3/4). <http://www.nova.edu/ssss/QR/QR4-3/winter.html> (accessed 5 November 2010).

**Tables and figures.** Charges apply for all colour figures that appear in the print version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version. There is no charge for including colour figures in the online version of the Journal but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by CCC-Rightslink who are acting on our behalf to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

When making a submission, 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. Please consult recent *JIPA* articles for illustration of details of table layout and table/figure caption format. 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 in a separate file (Smith-Captions.doc). Each figure 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. Multi-part figures should normally be submitted in a single file, with the individual panels arranged in the way that they should appear on the printed page. Individual panels should be labelled (a), (b), (c), etc. and the caption should include the figure’s overall title and the individual panels’ titles. Tables and figures should be submitted in DOC and corresponding PDF file formats.

**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 Editor.

## 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, 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 by post and a PDF file of their contribution by e-mail.

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