

Author Guidelines

Topics of Interest

The journal welcomes submission on topics related to the scientific study of the elements of spoken language, their organization, their grammatical function, and their role in speech communication. Papers investigating parallel issues for manual signs in signed languages are also welcome.

Instructions for submission

To submit a paper to *Laboratory Phonology*, go to www.labphon.org. If you already have a member or author account, log in. If you do not have an account, click on “Journal,” then “Author Login & Account Setup.” After you’ve created an account, log in and go to “Paper Submission.” There you can enter the necessary information about your paper and upload a .pdf or .doc file of your paper. You will receive a confirmation e-mail when your submission has been received. If you don’t receive confirmation within 2 days, please contact admin@labphon.org.

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Ethical duties

Authors should uphold the highest ethical standards in the production of their scholarly works. Some important guidelines are offered here. For a more detailed discussion of ethical guidelines, see the Linguistic Society of America’s Ethics Statement (May 2009) at www.lsadc.org/info/pdf_files/Ethics_Statement.pdf

Reporting standards and data retention

Articles should be objective, and data should be presented accurately. Papers should contain enough detail to allow others to replicate the work. Authors should retain raw data for a reasonable period of time after publication and may be asked to provide raw data during the editorial review.

Originality, acknowledgment, and plagiarism

Submitted works should be entirely original; if others’ work and/or words have been used, they should be appropriately cited. Private sources of information, such as conversation, correspondence, or discussion with third parties, must not be used without written permission from the source. Plagiarism occurs in many forms (e.g., submitting another’s entire paper as one’s own, copying or paraphrasing sentences from another paper without attribution, appropriating results of research conducted by others); all forms are completely unacceptable.

Redundant or concurrent publication

Authors should not submit the same or a very similar manuscript to more than one journal or primary publication concurrently. In general, authors should not submit previously-published papers for publication in another journal.

Authorship

All those who have made significant contributions to the conception, design, execution, or interpretation of the study should be listed as co-authors. Those who have made lesser contributions to the paper should be acknowledged or listed as contributors. The corresponding author should ensure that all co-authors have seen and approved the final version of the paper.

Working with human subjects

If the work involves the use of human subjects, the author should ensure that the manuscript contains a statement that all procedures were performed in compliance with relevant laws and institutional guidelines and that the appropriate institutional committee(s) have approved them. Even when a project does not require institutional ethics review, linguists should respect the rights and wishes of human subjects and do everything in their power to ensure that their research poses no threat to the wellbeing of research participants. Authors must obtain the informed consent of all human subjects and must ensure that the subjects' identity is not disclosed.

Conflicts of interest

All authors should disclose any financial or other conflict of interest that might be construed to influence the results or interpretation of their study. All sources of financial support for the project should be disclosed.

Significant errors in published works

If the author discovers or is informed by a third party of a significant error or inaccuracy in his/her article, the author must promptly notify the journal editor and cooperate with the editor to retract or correct the paper.

Blind review

Laboratory Phonology utilizes a double-blind review process. Reviewers do not know the identities of authors, and authors do not know the identities of reviewers. The editors will ensure that all personal information is removed from the properties of electronic files before they are sent to reviewers and authors. The author should take care to omit self-citations in the work that would be easily identified as such. Acknowledgments that reveal the identity of the author(s) should be suppressed in the submitted manuscript, and may be added back in after the paper has been accepted for publication.

Phonetic transcription

Use unicode fonts for phonetic symbols. Accepted fonts are Charis SIL and Doulos SIL, which can be downloaded at no cost from the SIL webpage:

http://scripts.sil.org/cms/scripts/page.php?&item_id=IPHome

Structure and format

Length

Although, there is no strict word limit for submissions, please try to keep papers as brief as possible while still maintaining clarity. Abstracts should be no more than 200 words.

Page setup

Please set the margins to 1 inch on all sides and use 1.5 line spacing. Please note that the final manuscript will be restricted to a width of 118 mm (4.65 inches) and a length of 180 mm (7.09 inches). Please avoid illustrations, figures and examples that would exceed these measures (in Times, 10 Point). You don't have to specify fonts and type sizes. Your document will later be converted to Times, 11 Point (and Times, 10 Point for examples).

Abstract

A 200-word abstract must be included.

Headings

- Capitalize only the first letter of the first word and of proper nouns and adjectives, e.g., “The capitalization of titles in English” not “The Capitalization of Titles in English”. Also capitalize the first letter of the first word after a colon.
- Do not put a period at the end of a heading.
- Number and format headings as shown:
 - 1. First-level heading**
 - 1.1. *Second-level heading*
 - 1.1.1. *Third-level heading* (Tab, then run-in paragraph text.)
- Aim to use no more than 3 levels of heading. However, if a fourth-grade heading is required, use the same format (i.e., 11 pt italic) as for the third-grade heading.

Tables, figures, and illustrations

- Tables, figures, and illustrations should not exceed a width of 118 mm (4.65 inches) and a length of 180 mm (7.09 inches) in Times, 10 pt.
- Please integrate all figures, tables, and illustrations into the body of the text for the convenience of reviewers. If this is not possible, they can be submitted as separate files with clear callouts in the text.
- All figures should include a caption.
- If photographs are to be inserted, a high-resolution file must be provided.
- Tables and figures should be numbered consecutively.
- Title of a table is to be placed flush left above the table.
- Title of a figure is to be placed flush left below the figure.
- In tables use the full width of the type area and a minimum of two fine horizontal lines (no vertical lines).
- Avoid using tints as this can affect legibility.

Example table:

Table 1. *Infinitive suffixes* [Captions of more than one line will later automatically be formatted with a hanging indent.]

<i>for to</i>	<i>to</i>	<i>a</i>	<i>to</i> -forms in %	other forms in %
Rolls 2	3	12	80	20
Rolls 3	2	4	1 57	43
Rolls 4a	2	30	94	6
Rolls 4b	2	12	86	14

Maps

If your book or article treats a language that is little known, or if it will help the reader to identify geographic locations, it may be useful to include a map. Please bear in mind the following:

- All maps should be enclosed in an outer frame.
- All labels must remain legible when the maps are reduced to fit the page.
- Avoid using tints as this can affect legibility.
- All national boundaries in the area shown on the map must be drawn in and countries, counties or federal states bordering on the area of main interest must be named, i.e., a land-locked area should not be represented as if it were an island.

Examples

- Number examples consecutively throughout the article.
- Foreign-language examples should be presented as follows. Use tabs (not the space bar) to align examples and glosses. Please also use italics for examples in English, see (2b):

- (1) *Original language in italics.*
Word-for-word gloss in roman (plain) type with correct alignment.
'Idiomatic translation in single quotation marks.'
- (2) a. *Mampianatra anglisy an-d Rabe aho.*
Cause-learn English ACC-Rabe I
'I am teaching Rabe English.'
- b. *I sent the artifacts to an anthropologist.*

- References to examples in the text should take the form “see (1a) and (1b)” with both number and letter in brackets.

Appendixes

- An appendix is placed at the end of the text, before the notes.
- If your paper is accepted for publication, you can submit supplementary materials to be published online. Materials for online supplements should not be submitted until the paper has been accepted for publication.

Notes

- The notes section should be placed at the end of the article, before the reference section.
- The notes section should have a first-grade heading.
- Notes should be numbered consecutively throughout the text.
- Note numbers in the text should be superscript (small raised) numbers¹ without punctuation or brackets.
- The note number should directly follow the word in question or a punctuation mark, with no blank space.²
- Note numbers in the note section should not be superscripted (1.).

References and citations

Full bibliographical details are given in the reference section at the end of the book or article. Brief citations are used within the text.

In-text citations

- The date is always given in parentheses: “Bloomfield (1933: 123–125) introduced the term . . .”; “In his (1922) article Sapir argued that . . .”
- Give page numbers in full: do not use ”f.”, ”ff.”.
- Avoid referring to a whole book: give exact page numbers whenever possible. Always give the page numbers for quotations.
- Always give the full author-date citation: do not use “op. cit.”, “loc. cit.” or “ibid.”
- Multiple works in one in-text citation should be listed in chronological order, *not* alphabetical order.

Examples:

One author:	(Bouissac 1985)
Two authors:	(Smith and Jones 1995)
Three authors:	(Uexküll, Geigges, and Host 1993)
Four or more authors: (but list all authors in the reference entry)	(Smith et al. 1990: 38)
Works by one author:	(Bouissac 1987a, 1987b, 1994)
Works by different authors:	(Smith 1985; Deakin 1993)
No dropped digits in inclusive page numbers:	(Hockett 1964: 140–145)
Volume number:	(Balat and Dove 1992, 1: 210)
Reprints:	(Dickens 1987 [1854]: 73)

Only give the original date at the first mention, in all subsequent citations give reprint date only: (Dickens 1987: 73). In citations of reprints of recently published titles, only give the date of the reprint in the citation (full details should only be given in the reference section).

Reference list

- The reference section immediately follows the notes.
- The reference section should contain all works cited and only those.
- All works must be listed in alphabetical order.
- Whenever possible, give the full first names of authors and editors.
- Initials require periods and have a space between them: R. W. Langacker.
- Arrange all works under a particular author's/editor's name in chronological order.
- Give the full title and subtitle of each work.
- Titles of published books and journals are capitalized and italicized. Unpublished works, such as Ph.D. dissertations, and the titles of articles in journals or edited works are neither capitalized nor italicized.
- Give the inclusive page numbers of articles in journals or edited works. Do not drop digits in inclusive page numbers.
- Give both the place of publication and the name of the publisher.
- Do not use abbreviations for names of journals, book series, publishers, or conferences.
- Do not use "et al." but list all author/editor names.
- Translate titles in languages other than French, German, Spanish, and Italian into English. The translation should be set in roman and placed in square brackets following the italicized original title.

Examples:

Book (authored work):

Chomsky, Noam. 1986. *Knowledge of Language: Its Nature, Origin, and Use*. New York: Praeger Publishers.

Edited work:

Preston, Dennis R. (ed.). 1999. *Handbook of Perceptual Dialectology*, Vol. 1. Amsterdam/Philadelphia: Benjamins.

Article in an edited work:

Heller, Monica. 2001. Gender and public space in a bilingual school. In Aneta Pavlenko, Adrian Blackledge, Ingrid Piller, & Marya Teutsch-Dwyer (eds.), *Multilingualism, Second Language Learning, and Gender* (Language, Power and Social Process 6), 257–282. Berlin/New York: Mouton de Gruyter.

Journal article:

Neuman, Yair, Yotam Lurie, & Michele Rosenthal. 2001. A watermelon without seeds: A case study in rhetorical rationality. *Text* 21. 543–565.

Reprint:

Jakobson, Roman, & Morris Halle. 2002. Reprint. *Fundamentals of Language* (2nd ed.). Berlin/New York: Mouton de Gruyter. Original edition, The Hague: Mouton, 1956.

Unpublished dissertation:

Kim, Yong-Jin. 1990. Register variation in Korean: A corpus-based study. Ph.D. dissertation, Department of Linguistics, University of Southern Carolina.

Translated title:

Haga, Yasushi. 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

Several works by one author/editor:

Vennemann, Theo (ed.). 1989. *The New Sound of Indo-European: Essays in Phonological Reconstruction* (Trends in Linguistics: Studies and Monographs 41). Berlin/New York: Mouton de Gruyter.

Vennemann, Theo. 2000a. From quantity to syllable cuts: On so-called lengthening in the Germanic Languages. *Journal of Italian Linguistics/Rivista di Linguistica* 12. 251–282.

Vennemann, Theo. 2000b. Triple-cluster reduction in Germanic: Etymology without sound laws? *Historische Sprachwissenschaft* [Historical linguistics] 113. 239–258.

Style

Orthography

- Both American and British English forms are acceptable, but spelling and punctuation must be consistent throughout.
- Please note that in British English the -ize ending should be used in preference to –ise where both spellings are in use (e.g., criticize, recognize).

Abbreviations

- Use only the most common abbreviations, including cf. Dr. ed. eds. e.g. et al. etc. i.e. no. trans. vol. vols. Please also use the following abbreviations:

F_0	fundamental frequency
F1, F2, etc.	first formant, second formant, etc.
ms	milliseconds
s.	seconds
P_s	subglottal pressure
Hz	Hertz
dB	decibel
p	significance level

- Periods should be used after abbreviations, but not in acronyms (e.g., USA ICLA ELT)
- e.g. and i.e. should always be followed by a comma (e.g., i.e.,)
- Initials require periods and have a space between them, e.g. R. W. Langacker.
- Abbreviations common in linguistics (NP, V, ACC) may be used in numbered examples, but the terms should be written out in full in the text.
- Write out names of theories, titles of books or names of publishers: “the Spatialization of Form Hypothesis”, not “the SFH”; “Oxford University Press”, not “OUP.”

Numbers

- Do not begin sentences with numerals.
- The percent sign (%) should be used instead of “percent.”

Quotations

- Short quotations (fewer than 60 words) should be run on in text and enclosed in double quotation marks. Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block.
- All quotations in languages other than English should be followed by the translation in square brackets.
- Omissions are indicated by ellipsis points without brackets.
- Any insertions by the author are to be enclosed in square brackets: [emphasis mine].

Punctuation

Quotation marks:

- Single quotation marks should be used for the translation of non-English words, e.g., cogito ‘I think’.
- Double quotation marks should be used for direct quotations in running text.
- Use rounded quotation marks (“ . . .”) not "straight" ones.

Dashes:

- Spaced EN dashes are used as parenthetical dashes. An EN dash is longer than a hyphen, “word – word”. Do not use double hyphens. Standard WORD shortcut: CTRL + - (hyphen key).
- Unspaced EN dashes should be used between inclusive page numbers, 153–159.
- Please use EN dashes (not bullets) for lists without numbering.

Spacing: Type one space (not two) after periods, commas and colons.

Brackets: Do not use double round brackets: brackets within brackets should be square brackets.

Emphasis

Italics should be used for:

- words, phrases, and sentences treated as linguistic examples.
- foreign-language expressions.
- titles of books, published documents, newspapers, and journals.
- letters used as statistical symbols or algebraic variables, e.g., *p* (significance level)

Italics may also be used for:

- drawing attention to key terms in a discussion at first mention only. Thereafter, these terms should be set in roman. However, please keep the use of italics to a minimum.
- emphasizing a word or phrase in a quotation indicating [emphasis mine].

Bold may be used sparingly to draw attention to a particular linguistic feature in numbered examples (not in running text).

Underlining or *capital letters* should not be used for emphasis.

Manuscript submission checklist

Prior to submission, please ensure that:

- An abstract of fewer than 200 words has been included.
- Margins are set to 1 inch on all sides.
- Spacing is set to 1.5.
- References and in-text citations are in the correct format.
- All references cited in the text are listed in the Reference list, and vice versa.
- All tables, figures, and illustrations are included and fit in the specified type area.

Contact information

If you have questions that are not answered in these guidelines, please contact journal@labphon.org.

Printed communication can be sent to the General Editor at:

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