

Language Contexts series within *Language Documentation and Description*. London: EL Publishing  
Edited by Peter K. Austin and Lauren Gawne  
5<sup>th</sup> July 2017

**Advice to Contributors** (please also read <http://www.elpublishing.org/language-contexts>)

### LENGTH

Chapters should be about 5,000-7,000 words. This includes all references, figures and illustrations. We strongly encourage the inclusion of images, maps and other illustrative material, especially links to online resources and material available in repositories or archives. If you wish to include media samples (audio, video clips) with your article please consult with the editors. Please keep references to essential key references and link to reference lists like Glottolog. Please place a word count at the end of your contribution.

### IMAGES

Contributions may include images but they must be of high quality (preferably 300 dpi). We urge you to choose non-copyrighted images but if it is necessary you can include copyrighted material. PLEASE NOTE: **authors** will be required to clear all permissions and deliver all permissions correspondence with your final contribution to legally evidence that copyright permission has been obtained.

All images and tables need to be delivered in separate files to your text.

### DEADLINES

Your contribution should be sent to the editors at [elpublishing2017@gmail.com](mailto:elpublishing2017@gmail.com) in both Word and PDF format. Please submit anonymously and remove any personal references that could identify you as the author (e.g. refer to your own work as "Author 2016" in the text, do not include acknowledgements that would identify you). Your paper will then be double blind peer refereed and you will receive feedback, normally within three months. If invited to publish you should return a revised version of your paper, responding in the email to any comments or feedback from the reviewers and editors. Editing, layout, and typesetting will be done by EL Publishing, and you will receive proofs for return within two weeks so we can do final typesetting and corrections. Papers will go online at [www.elpublishing.org](http://www.elpublishing.org).

### STYLE

Please follow the recommendations of the Generic Style Rules for Linguistics guide ([GenericStlyeRules.pdf](#)) for journal articles. In addition, please use UK spelling and punctuation.

- British spellings (e.g. behaviour) and either -ise *or* -ize endings should be used consistently throughout (e.g. organise/organize).
- Single quotation marks should be used throughout, except for quotations within quotations (which should have double quotation marks).
- Punctuation should follow closing quotation marks except when the quotation contains a grammatically complete sentence beginning with a capital, e.g. He maintained: 'The book under discussion breaks new ground.'
- The serial comma should be used consistently, if at all.
- Hyphens should be used in compound adjectives and adverbs that precede the noun (e.g. 'nineteenth-century architecture', 'quick-drying cement').
- Nested parentheses (parentheses within parentheses) should be round brackets, e.g. 'as has been noted (as Jones (1989) maintains)'.
- Parentheses around editorial interpolations within quoted matter should be square brackets.
- URLs should carry final punctuation where grammatically appropriate, e.g. 'The author's website may be visited at [www.mathsite.com](http://www.mathsite.com), which also contains further exercises.'
- URLs should not be underlined, should not be preceded with 'http://' if they begin with 'www' or similar, and should not be within angled brackets.
- Please try to avoid very long URLs – you can shorten URLs using [bit.ly](http://bit.ly)

- You should include 'last accessed' dates in international standard format of YYYY-MM-DD.
- The accuracy of URLs is the author's responsibility.
- All headings should be in minimum capitals (sentence case).
- Colons rather than en- rules are preferred in headings, e.g. 'Describing Ugubugu: ascertaining speaker numbers' rather than 'Describing Ugubugu – ascertaining speaker numbers'.
- Avoid heading numbers beginning with '0'.
- Please avoid attaching footnote numbers to headings, instead place it at an appropriate point in the following text. A general note of acknowledgement can be presented as the first footnote

## **STYLE SHEET**

Please follow the Generic Style Rules for Linguistics guide (GenericStlyeRules.pdf), especially in relation to citations within the text and in the list of references at the end of your paper. Your paper should begin with an abstract of no more than 300 words. Please let us know if you need to use any fonts beyond those found in Times New Roman's Unicode character set.

## **IN-TEXT CITATIONS**

We use Harvard system for in-text citations. For example:

Among the most important sources of information about our ancestors and neighbours is their trash (Bloggs 1982). Some scholars have therefore argued that what is discarded bears meaning (Dennett 1980: 115-6; Dennett 1998).

Please note that a colon plus space is used to separate the date from page numbers.

If necessary, please use footnotes for additional parenthetical information, but please try to keep them to a minimum. Do not use end notes.

## **REFERENCES**

Please provide an alphabetical list of **all and only** sources cited in your chapter. These should conform to the Harvard system. Use the recommendations in the General Style Guide.

## **KEYWORDS**

Please give up to five keywords to be used for cataloguing your paper.

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