Publication Guidelines for NFLRC Pragmatics Series


**Pragmatics & Language Learning (“PLL”),** a refereed series sponsored by the National Foreign Language Resource Center (“NFLRC”) at the University of Hawai‘i, publishes selected papers from the biannual International Pragmatics & Language Learning conference under the editorship of the conference hosts (volume editor[s]) and the series co-editors, Marta Gonzalez-Lloret and Gabriele Kasper.

**INITIAL SUBMISSION & ACCEPTANCE OF A MANUSCRIPT TO THE PLL SERIES**

The volume editor(s) collects and reviews the individual conference presentation files. Individual chapter final submissions are not to exceed 9,000 words (including all figures, tables, references, appendices, abstract, and notes). Transcripts are excluded in the word count. Volume editor(s) are encouraged to communicate with the series editors who must also approve the contents the submitted ms. at the time of submission.

**Pragmatics & Interaction (“PI”),** a refereed series sponsored by the NFLRC, publishes research on topics in pragmatics and discourse as social interaction from a wide variety of theoretical and methodological perspectives. *P&I* particularly welcomes studies on first and second languages spoken in the Asian-Pacific region. Gabriele Kasper is the series editor; volume editor(s) vary by volume.

See the current list at http://nflrc.hawaii.edu/publications/pragmatics.

**HOW TO SUBMIT A MANUSCRIPT TO THE PI SERIES**

If your manuscript has already been accepted, or if it has been invited by the series editor, skip to the next section. Before submitting a manuscript, you should first send the query email to the series editor:

Gabriele Kasper <gkasper@hawaii.edu>

Your query should include the following information:

- the subject of your manuscript;
- your general approach;
- the way in which the manuscript constitutes a contribution to the field;
- approximate length in double-spaced manuscript pages; and
- your qualifications.
With the query you should attach, as text files, a table of contents and a brief sample of the text—perhaps your preface or introduction if this constitutes a good summary of the manuscript. You may then be asked to forward sample sections. If these are accepted, we then forward your materials to an outside reviewer if requested by the series editor, or the series editor may approve the submission directly. We base the final decision to publish on the acceptance of a complete manuscript by the series editor.

The following instructions apply to both series.

**HOW TO PREPARE A MANUSCRIPT FOR PUBLICATION**

Prepare text as document (Word preferred) file(s). Depending on the complexity of your submission, for example, if it includes non-standard fonts, complex tables, linguistic examples, or other types of text blocks that potentially do not display faithfully across computer platforms, we may, in addition, request a PDF of portions or all of your submission to assure that formatting translates correctly. The Word files and the PDF that you submit must be identical.

**Electronic files.** The following instructions on file preparation have been adapted from guidelines published by the University of Washington Press (2005).

- In the case that you create a new file for each chapter, separate article, or other major subdivision, name files sequentially in the order that they appear in the book, for example, 01acknowlg.doc, 02preface.doc, 03chap1.doc. You do not need to create a numbered table of contents. Do not include files that are not part of the actual submission (e.g., previous versions, etc.).

- Number headings (1., 1.1, 1.1.1, etc.). Even though in the final publication headings aren’t numbered, numbering headings in the ms. makes the author's intentions perfectly clear. Also, numbering the headings often uncovers instances of “orphaned” headings.

- Submit electronic files via this website: [https://form.jotform.com/63558819124968](https://form.jotform.com/63558819124968)

**FIGURES AND ILLUSTRATIONS**

**Tables, figures, photos, screen grabs, and charts.** Electronic versions of graphic elements are preferred. However, if you wish to include something for which you have a hard copy version only (maps, drawings, photographs, handwritten notes, etc.), please contact NFLRC Publications <nflrcpub@hawaii.edu> for further instructions.

Many authors include bar charts, graphs, and similar objects created in Excel. Please keep in mind that the finished text area is 4 7/8” x 7 1/8” and avoid using small font sizes that may be rendered unreadable upon reduction. Also, be aware that the final version is black and white, so the use of color in a chart may not convey the intended information after conversion to shades of gray.

**TRANSCRIPTS**

If appropriate to the purpose of the study, extended speech should be transcribed according to standard conversation analytic conventions (e.g., Schegloff, 2007). Provide a list with all additional symbols and abbreviations. Transcripts are usually complex instances
of text that depend upon very precise alignment in order to present viable samples of the linguistic phenomenon the author wishes to exemplify. To avoid introducing errors during the formatting process, we ask the author to format transcripts and convert them to PDFs which we then insert into the text as is.

NFLRC does not edit transcripts; it is the sole responsibility of the authors and volume editors to create FINAL VERSIONS before submitting the PDFs. Requests to make edits to transcripts post-submission slows the process substantially.

In running text, it is sufficient to indicate where these are included (e.g., “[insert Trans. 4 here]”). Number the transcript PDFs with the first author’s name and matching transcript number (e.g., “WongTRANS4.pdf”).

Authors are responsible for ensuring that the prose translation is indeed a functionally equivalent translation, that is, it has to represent the original in acceptable and contextually appropriate English. That means that there may be no translation equivalents for some features such as particles, or the translation equivalents have to be expressed through different linguistic categories. Translation equivalents for the same linguistic form are often co-textually variable.

Please use the following guidelines for preparing the final submission of all transcripts.

- **Transcripts of languages other than English.** Include the original text (plain text, using a Roman alphabet if possible), a gloss translation and a prose rendering in English. Arrange the lines in the following order:
  
  original text [plain text in Courier DO NOT USE “Courier New” FONT or supplied non-Roman font]
  
  gloss translation [Courier italics]
  
  prose rendering [Courier italics]
  
  [plus one hard return to separate each set]

- **Character formatting**

  gloss translation and prose rendering font: “Courier”, 10 points. Use characters and spaces only.

  original text (if other than Roman characters): 10 points, author to supply any non-standard Mac-compatible font required.

- **Paragraph formatting**

  line spacing: single
  
  space before: 0
  
  space after: 0

- **Text area dimensions** The text area for books in the PLL & PI series measures 4 7/8” x 7 1/8”. To conform to this format,

  make sure that the length of a line does not exceed 4 7/8 inches, or 55 characters per line (this includes spaces and also line numbers, if used), and

  do not split groupings of original text line, gloss line, and prose rendering across pages, even if this leaves several blank lines at the bottom of a page.

- **Number all lines in transcripts consecutively.**
• Do not split transcripts into columns or insert into tables.

• Example transcript: language other than English, Roman alphabet.

  122 I: mkutano wa watu gani?
  
  meeting of people kind
  
  what kind of people were at the meeting

• Example transcript: language other than English, non-Roman alphabet.

  15 N: ã.(.) tuân này là xong hà
  
  oh week this be finish QuesM
  
  oh, this week and it’ll be finished

• Example transcript: turns extending over multiple lines.

  26 MI: (.5) ma (.) bappon kaikaku shite kara (.)yare
  
  SF fundamental reform doing after do
  
  to yuu no wa .hh kekkyoku bappon kaikaku
  
  QT say N TP .hh after all basic reform
  
  28 sonomonono no SAKIokuri da to=
  
  itself LK postponing CP QT
  
  well, doing it after the basic political reform
  
  would after all mean .hh the same thing as
  
  postponing the reform, is that what you’re saying

COPY EDITING, FORMATTING, AND PRODUCTION

NFLRC forwards the submission to a copy editor. The copy editor examines the entire manuscript to ensure that grammar, spelling, and punctuation are correct; imposes consistency and house style in such matters as capitalization, punctuation, and treatment of foreign words; and checks the in-text citations against the bibliography and vice versa. Do not include bibliographic entries in the references that have not been cited in the text. The copy editor may also call attention to what seem to be examples of unnecessary repetitions, unclear phrasing, faulty transitions, or verbosity. The copy editor will not attempt extensive rewriting or alteration of the submission’s basic style. NFLRC copy editors follow the guidelines of the Publications Manual of the American Psychological Association (6th edition).

Next, each first author receives a copy-edited and final-formatted galley of his or her contribution showing any suggested revisions and accompanied by any copy editor’s or formatter’s queries. He or she looks over the galley and submits minor edits and corrections. NFLRC does not accept edits and corrections from other than the first author, except by previous arrangement.
Each first author receives a Letter of Agreement regarding copyright and authorship to sign and return. We regret we are unable to offer you remuneration or royalties for your contribution.

After NFLRC makes galley corrections, we assemble the entire Monograph, including—where appropriate—front matter, preface, introduction, book-level appendices, book-level reference section, index,* and a listing of other NFLRC titles in the series. This galley is sent to the volume editor(s) for final edits and approval.

The primary responsibility of proofreading rests with the authors and editors.

At this point, authors’ and editors’ work should be ended; NFLRC is responsible for checking final revisions.

MULTI-AUTHOR BOOKS

In the case of manuscripts with multiple authors, the first listed author is the responsible party in all dealings with the NFLRC as outlined above, unless we have previously agreed on an alternative arrangement. This is also true of edited collections with multiple editors; the first listed editor is the responsible party.

The volume editor(s) orders the parts, suggests preliminary revisions, supplies an introduction or preface that provides a proper context, and works with the authors on any further revisions that the copy editor or NFLRC formatter have proposed.

Once NFLRC accepts a multi-author manuscript for publication, the volume editor(s) should instruct the authors about the preparation of both the hard copy and electronic versions of their contributions. It is the responsibility of the volume editor(s) to upload the complete submission via the website: https://form.jotform.com/63558819124968

Contact information. Included in the final submission is the compilation of this information in order to correspond with the authors and editors via email and to forward the finished product.

• Contact information for all authors and editors:
  > name [as you want it to appear]
  > affiliation
  > address
  > email

• AUTHOR(S) [& EDITOR(S) in the case of an edited volume]: Biographical sketch (about 75–100 words); example:

Sayoko Okada Yamashita is currently teaching Japanese as a second language in the Division of Languages at International Christian University and the teaching practicum for the Labo International Foundation. She has also been developing audiovisual materials for language teaching as a committee member of the National Language Research Institute. She has published a textbook for Japanese and articles on applied linguistics and Japanese language teaching. She received her EdD from Temple University. Her current research interest is

* If you intend to include an index, talk to NFLRC Publications early on about this process. Do not create and submit an index.
in the testing of pragmatics.
[82 words]

• Book blurb (about 75–100 words); example:

Although the study of cross-cultural pragmatics has gained importance in applied linguistics, there are no standard forms of assessment that might make research comparable across studies and languages. The present volume describes the process through which six forms of cross-cultural assessment were developed for second language learners of English. The models may be used for second language learners of other languages. The six forms of assessment involve two forms each of indirect discourse completion tests, oral language production, and self-assessment. The procedures involve the assessment of requests, apologies, and refusals.
[91 words]
Espresso Book Machine (for in-store printing), among others. A copy is sent to the Library of Congress.

In order that we may forward review copies to appropriate journals, we ask you to provide list of these journals with specific contact information for the review editor, if available.

QUESTIONS?

NFLRC Publications <nflrcpub@hawaii.edu>