

NOTES TO CONTRIBUTORS (Revised April 2011)

All manuscripts for publication, books for review, and correspondence on editorial matters should be sent to the Editor or Assistant editor.

EDITORIAL PROCEDURE: When manuscripts are received, they will be acknowledged. Before a decision on publication is made, articles will be submitted to a referee for evaluation. This process takes some time. Every effort will be made to give authors a decision regarding publication as soon as possible.

MANUSCRIPTS: 1. Paper copies of manuscripts should be submitted in duplicate, with double spacing, on one side of the paper only, in Times New Roman font point 12 for the main text, line width 14.5 cm. At the time of submission, and again at the revision stage, an electronic file should be sent, either by diskette or e-mail attachment, in **ASCII** or **Microsoft Word for Windows** format (*.DOC or *.RTF). Other formats cannot be read. **PDF** files are helpful, in addition to Word files, as sometimes a Word document submitted cannot be read accurately by the Editor's computer. **Any special font file(s)** used should be sent. It makes our editing task much easier and more efficient, and your article is likely to be published sooner.

2. We are prepared to accept submissions by **e-mail**. The same conditions concerning formatting apply.

3. It would save the contributor and the Editor time and work if the **original submission** was in the format which closely resembles the way articles appear in each issue of JWAL, i.e. as briefly described below for the Revision stage.

REVISION STAGE: At the revision stage contributors will be asked to follow a particular page set-up, which resembles the final printed output, to help shorten the final typesetting process. In brief this will be page width of 13 cm, page length of 21 cm, and font point size 10.5. The page layout that appears in current issues of JWAL will be insisted upon, as the responsibility for formatting will be upon the contributor. Failure to format as requested will delay publication. It has been experienced that the more styles chosen by the contributor, the more time it takes the Editor to reformat in the styles acceptable to JWAL. Better to keep it simple.

LONG FILES: If an e-file is sent that exceeds 1Mb in length, prior notice should be given in a separate e-mail., in case the Editors have put a block on long files.

AUTHORS should give their names, separate from the article, in the form in which they wish them to appear under the title of the article and in the references. The author's institution should also be given, as well as their full mailing address and any available e-mail address.

ABSTRACTS not exceeding 150 words should accompany each article in both English and French.

LINGUISTIC DATA from vernacular languages should be in **bold type** throughout. When occurring in the text they should be followed by the gloss in single quotation marks. In numbered examples the glosses and free translations should **not** have any quotation marks. Great care should be used to make them clear and consistent, with interlinear glosses properly aligned.

NUMBERING SYSTEM: Linguistic examples, tables, figures, and rules should *each* have a separate numbering system. Except in the case of very short examples, it is recommended that examples and figures not break up sentences.

Complicated **TABLES, DIAGRAMS, FIGURES, and MAPS** should be presented by the author in neat copy, computer-printed or clearly drawn. When producing tables, diagrams, and figures etc in the first draft, the author should especially bear in mind that these will have to be reduced in size and width in the final version to a page width of 13 cm.

NUMBERING should start with 0 for the Introduction (which preferably should not have subsections), proceed to 1, 2, etc. for main sections, 1.1, 1.2, etc. for sections, and 1.1.1, 1.1.2, etc. for subsections. It is recommended that numbering of subsections should not go beyond three figures. Please note from this issue which headings are centred, and which start at the left margin, and which are in bold type.

FOOTNOTES should be numbered consecutively. If the footnote text cannot appear on the same page as the reference, they can appear separately as Endnotes following the main text.

REFERENCES should be noted in the text, using the author, date and page system, e.g., (Green 1955a:8-9). A full alphabetical list of references used in the text should appear at the end of the article. The list of references should only contain works that are referred to in the body of the text. Please be sure to include and check page references. It is a common fault that authors do not check the accuracy of their citations before submitting their articles. The particular format in this issue should be noted and followed as closely as possible.