

NOTES TO CONTRIBUTORS (Revised July, 2021 for on-line publishing)

Contributors are asked to submit their document in as nearly the same format as would appear on the on-line page. Formerly the final formatting had to fit the traditional page size of JWAL as printed. Now that articles will appear only on line they can be formatted to fit an A4 page. See below for details.

EDITORIAL PROCEDURE: JWAL is a rigorously peer-reviewed publication! When manuscripts are received, they will be acknowledged. Before a decision on publication is made, articles will be reviewed by the Editor, and when he is satisfied, he will pass them to at least TWO EXTERNAL referees for evaluation. Only papers that are reviewed anonymously by, at least, two scholars in the field will be judged for publication or rejection. We will strive to use only external reviewers, as much as possible, but an editorial board member can be one of the reviewers in cases where it is hard to get external reviewers. The Editor will make a final decision to publish or reject based on the reviews. In some cases, authors are given the opportunity to provide email addresses of scholars who can objectively and insightfully review their papers but the Editor reserves the right not to use them. These proposed reviewers should not be at the same institution as the authors and they should not have closely worked with them in the past. More importantly authors should not try to find out who their papers have been assigned to for review, let alone enter into a discussion about the review of their papers with anyone. This detailed review procedure might make the publication process slower but we will do our best to speed things up. The Editor would like to appeal to the WALS community not to delay reviews or even decline review requests altogether if we want a timely and high-quality published JWAL.

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 e-mail addresses.

METHOD OF SUBMISSION: Only original papers that have not been published, or are in consideration for publication elsewhere can be submitted to us. They should not be resubmitted elsewhere while the review process is ongoing. Submission should not be in paper form but should be done electronically by **e-mail attachment**.

LENGTH OF ARTICLE: Articles average between 20 and 30 pages. Less or more pages may be acceptable depending on the content. Authors must ensure that their papers are read by a PROFESSIONAL PROOF-READER before submission.

FORMATTING REQUIREMENTS:

Style sheet We do not supply a style sheet. Requirements are as below. The less automatic styling there is, the easier it is to edit and typeset.

Word Format: Word 2007 or later editions. Preferably an article should be readable in either format.

Font size Abstracts to be in 9-point, line spaced 9 point, References and Footnotes in 10-point, line spaced 10 point; 12 point for everything else; data fonts to somehow match text in size.

Abstracts are to be indented 1 cm each side. A paper written in English or French must have its abstract translated into an indigenous African language. A paper written in an indigenous African language must have its abstract translated into English or French.

Margins Page size A4, margins Top 2.54 Bottom 2.54 Left 3.17 Right 3.17

Font type Language Data to be **Bold**, and to use Charis SIL, or SILIPA or similar font, including Times New Roman. All other words, section numbers etc. are to be in Times New Roman. If an unusual font is used, this should be supplied to the Editors.

Line Spacing Exactly 12 point (not single spacing) for ordinary text, exactly point 13 for data examples. Double spacing will no longer be acceptable.

Line spacing between text and example, between example and text, between Section heading and text to be one line (12 point); between Section heading and text to be 6 point.

Paragraphs Beginning of a paragraph should be by tab indentation 0.9 cm. No line gap for a new paragraph.

Examples numbering Avoid automatic numbering for Section heading and examples as this causes problems.

Examples alignment All data examples should be aligned correctly with the literal gloss morpheme by morpheme, using tabs. Failure to do this causes hours of wasted time in correcting.

Examples numbering should be backspaced to the margin.

Diagrams The greatest problem arises from reformatting diagrams. That is why we want the page width as submitted to be the same as the final output for printing.

Numbering system Linguistic examples, tables, figures, and rules should *each* have a separate numbering system. Do not use automatic numbering. Numbering should not be bold and should be in Times New Roman.

Section numbering should start with 1 for the Introduction (which preferably should not have subsections), proceed to 2, 3, etc. for main sections, 2.1, 2.2, etc. for sections, and **2.1.1**, **2.1.2**, 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 not Endnotes are required. These will be numbered automatically.

REFERENCES should be cited 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.