

## Guidelines for Submission: East Asian Pragmatics

### 1. Your submission

#### Language of submission

The language of submission is English. Please follow the present guidelines when you first submit your article for consideration by the journal Editor(s). If accepted, we will send you more detailed instructions for preparation of your final manuscript.

#### Articles

Articles may vary in length, but the length of submissions should not exceed 10,000 words (inclusive of notes and bibliography). The Editors consider submissions that exceed this length only in special cases, e.g. if a submission comes into existence through merging two independent research projects and/or if it covers a very broad area. If you intend to submit a manuscript that exceeds the limit, please contact the Editors in advance.

#### Book Reviews

Please contact the Reviews Editor before considering to write a review to ensure that the book concerned has not already been assigned. Book reviews do not require abstracts and keywords but do require other metadata referred to below.

Except for the title page reviews should be in the same form as articles. The title page should take the following form:

*Aspects of Japanese Women's Language*. Edited by Sachiko Ide, and Naomi Hanaoka McGloin. Tokyo: Kuroshio Shuppan, 1990. Pp. 163. Reviewed by (name, department, university, address, E-Mail).

Titles written in East Asian languages should take the following form:

*Yuyong xue yu yingyu xuexi* 语用学与英语学习 *Pragmatics and English Language Learning*. Written by He, Ziran 何自然. Shanghai: Shanghai waiyu jiaoyu chubanshe, 1995. Pp. 252. Reviewed by (name, department, university, address, E-Mail).

#### Online vs. Paper Submission

We normally accept only electronic submissions. If you are unable to submit electronically, contact one of the Editors who will assist you. Online submission is a five stage process and you may submit articles or book reviews.

1. *Confirmation of Copyright* You will be asked to confirm that you hold copyright in the material being submitted and/or that permissions have been cleared to reproduce any included copyrighted material. The journal accepts only original articles which have not been previously published. You will need to clear copyright for any copyrighted material you quote or use, including artwork. Please refer to separate PDF ([Permissions Guidelines for Authors](#)).<sup>1</sup>

2. *Metadata* At Step 2 you will be prompted to supply various types of

information known as metadata. This includes a 150 word abstract and three to five keywords as well as other metadata including among other things a short biographical statement including recent publications, your contact details (please include your full name, title and postal address) and appropriate Library of Congress subject classification code/s. This metadata is important because it facilitates the indexing of your article once it is published thus leading to more citations and greater readership. This material is entered separately from your article.

3. *Main Text* You will then be asked to upload the main body of your article. This part of your submission should be in MS Word and should be SINGLE spaced (including quotations and excerpts, notes, references, tables, and figure captions) and the pages of the manuscript should be numbered. PDFs are not acceptable for submission of articles; however, you can upload a PDF as a Supplementary file following submission of your Word file. See *Style* below for more information on the style of submissions.
4. *Supplementary Files* There is a separate step in the submission process to allow you to upload supplementary files and given the nature of language-based research, they are possibly an important part of your submission. Supplementary files are to be used for all photographs/artwork but not figures and tables. Supplementary files should also be used if you wish to bring to the attention of the Editors any particular features which would be required at the layout stage or to clarify font usage.
5. Stages of confirmation allowing you to make changes and to confirm that all the details are accurate.

#### Ensuring a Blind Peer Review

All articles are peer reviewed. To insure the integrity of the blind peer-review we need to make every effort to preserve the anonymity of authors and reviewers. Therefore, when preparing your article for submission, please take the following steps:

- Remove your name from the text. If you cite your own publications, be sure to substitute the word 'author' for your own personal details and for the actual title of your work cited.
- With Microsoft Office documents, author identification should also be removed from the properties for the file (see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File>Save As>Tools (or Options with a Mac)>Security>Remove personal information from the file properties on save>Save.
- On any PDF uploaded, remove author names from Document Properties found under File on Adobe

Please note that improperly anonymised papers are not considered for publication and are returned to the author(s).

## 2. Style & Format

### a) Fonts

The standard font type is Times New Roman, and the standard size is 12pt. Examples (including transcripts) and endnotes are 11pt.

Use the following fonts, where required, for special purposes:

- Phonetics characters should be set in an IPA font (use SIL IPA93 Doulos or Charis SIL);
- Special symbols should be set in a symbol font (as far as possible, use only one such font throughout the manuscript);
- Chinese characters should be in PMingLiu or Songti (宋体) format;
- Both simplified and traditional Chinese characters can be used;
- Use MSMincho for Japanese characters;
- For any other East Asian writing system the most frequently used font type should be applied;
- Use italics to show which words need to be set in italics, NOT underlining.

### b) Romanisation conventions, translations and examples

Authors are free to use any Romanisation convention for East Asian languages as far as the given convention is used consistently throughout the text. For example, both Pinyin and Wade-Giles can be used to Romanise Chinese words and texts, and you may either indicate or ignore tones in the Romanisation.

Proper names should occur in their most widely used format: e.g. use the Pinyin 'Beijing' instead of 'Peking', the Wade-Giles 'Taipei' instead of the Pinyin 'Taibei', 'Tokyo' instead of 'Tookyoo', and so on.

It is the author's discretion to decide whether they use East Asian characters in the text or not. If East Asian characters are used, they should be preceded with romanisation and followed by translation as in the following example:

*Sizi-shuyu* 四字熟语 'four character-long idiomatic expressions' can frequently be observed in Classical Chinese texts.

In-text translation of words and expressions (see 'four character-long idiomatic expressions' above) should occur in single quotation marks, whereas translations of examples/longer sections should occur in the following format:

(example number) >TAB>     *Zhangsan mingtian qu pa Tiantai-shan.*  
张三天去爬天台山。  
Zhangsan will climb the Tiantai Mountain tomorrow.

Examples should be numbered in a consistent way. Insert an empty line before and after each example. For the layout of examples that include longer conversational transcripts see *Transcript data* below.

### c) Paragraphs

The text is single spaced with no space before and after the paragraphs – however, a single space should be inserted before each new section headline (see below). Each first line of a new paragraph, except the first paragraph of each section, is indented by

1,27 cm.

If your text requires special formatting (i.e. your article contains more than straightforward text paragraphs and headings), make sure that you use paragraph styles systematically. The general rule is that each distinctive kind of paragraph, e.g. headings, quotations, numbered examples, should be allocated its own, named, paragraph style. Apply that style systematically to every instance of that kind of paragraph and do not use it anywhere else.

The following material should be clearly identified by using distinct paragraph styles:

### d) Headings

Use no more than two levels of heading below the article title or chapter heading and use a different named style for each level of heading. The text of headings should be in italics. Headings can be numbered if required. If numbering is used, put a full stop at the end of the number and use a TAB to separate the number from the rest of the line. The text begins after each heading, i.e. insert a blank line before but not after a heading; for example:

1.2.    *Heading*  
TEXT

### e) Quotations

Use double quotation marks for quotations, and single quotation marks for notions that require some explanation. For example:

As Doe (2010: 46) argues, "there has been extensive discussion on the concept of argumentative patterns in the past decade". Accordingly, I think that it is necessary to define the concept of 'argumentative pattern' in the present discussion ...

Quotations up to 50 words should occur within the same text as above, whilst if a quotation is longer than this it should be separated from the text by inserting a blank line before and after it and by indenting it, as in the following case:

MAIN TEXT ... This point of criticism has been raised by Doe (2010: 46) who argues that

[t]here has been extensive discussion on the concept of argumentative patterns in the past decade, partly because this concept is important as it forms a bridge between pragmatics and rhetoric, and partly because relying on this analytic concept helps us to distinguish forms of interaction behaviour that manifest themselves clearly above the utterance level from utterance-level forms.

Accordingly, I think it is necessary to define the concept of 'argumentative pattern' in the present discussion MAIN TEXT CONTINUES

### f) Bulleted or numbered lists

Use a different named style for each level of indentation. Avoid using Latin numbers in numbered lists.

### g) Tree diagrams

Any tree diagrams should be treated as displayed examples and numbered in the same sequence. They should be prepared as finished artwork, ready for reproduction. Do not use any specialised software for creating trees which requires the use of special software or fonts in the publisher's production department.

#### *h) Transcript data*

Transcripts extracts must not exceed 45 characters per line, including any line numbers and speaker names. For Jefferson style transcripts for conversation analysis, or any transcription system that requires precise alignment between lines, please use Courier New font size 11. Wherever possible, transcript data should be numbered by turns rather than lines so that linebreaks can be reformatted during pagination. Where linebreaks need to be maintained, or lines need to be numbered individually, the length of each line, including the line number and any speaker names, should not exceed 45 characters. Ensure that you have punctuated any transcripts in a consistent way. Transcript data will not be subject to copyediting and will be reproduced exactly as submitted insofar as the need for consistent page layout allows.

#### *i) Preparing tables*

Tables should be included in the manuscript at the point at which they are needed. A caption should be placed before each table. Do not use background tints in cells. Ensure that a table will fit into the final text width (around 114mm) without the font size falling below 9pt. Avoid vertical rules in tables. Minimal horizontal rules will be applied during production to bring tables into house style.

#### *j) Figures and artwork*

Figures should be embedded in the MS Word file of the document, although authors can also supply figures separately in digital form. Number figures in a consistent way throughout the text.

If your article contains tables which contain artwork within cells, please include such tables in place in the ms (like any other table) but also supply a PDF as a separate file (i.e. treat also as artwork).

Artwork has to be submitted in a separate file. All authors are expected to supply 'camera-ready' artwork with their manuscripts. Please be aware that when you submit the final draft of your manuscript to the Publisher you are confirming that the artwork (photographs, line drawings, tables and data examples) are ready for publication. Although you will be given an opportunity to check proofs of your work, this is intended only to ensure that nothing untoward has occurred in the production process. For the majority of artwork, no changes will be possible at proof stage. Do not use colour in artwork. All artwork must be supplied in greyscale and you must make sure that any tints used (e.g. in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80% and ensure that any tints used differ by at least 20%. Do not embed any artwork in the Word files containing the manuscript or supply artwork in Word format. Any such artwork will be lost in the conversion process.

Each figure must be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or Jpeg format. Jpeg should be used only for photographs and should be compressed with a 'High Quality' setting. Each artwork file should be named according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g. Figure v) and use this number when showing where the figure is to appear in the manuscript. All

photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size. Do not use 'screen grabs' to create artwork except for illustrations of what a screen looks like (eg in research on the use of computers in classrooms). The resolution of a screen shot is typically 72 dpi and is too low for normal reproduction in print.

Where possible avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g. because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format. Never use jpeg format for figures containing lines and/or text. Never use drop shadow effects on artwork. Ensure the background to the artwork is white or transparent. Do not enclose the artwork in a frame or tinted box. Make sure any lines are at least 0.5 pt in width.

Show where a figure should appear in the main text by inserting a line as below: [FIGURE 1 NEAR HERE] Use square brackets as shown. If there is a caption, this should NOT be included in the artwork file but MUST be included in the main text file immediately under the line showing the insertion point. If the artwork is an unnumbered figure use a temporary roman number (e.g. Figure v) and do not include a caption. Make sure that, whatever you call it, the name of the file containing the artwork is the same as what you put in the square brackets.

#### *k) Endnotes*

There are no footnotes in Equinox linguistics journals.

#### *l) References*

The journal uses the APA referencing style. The references list should contain all works cited in the text and only those. List them in alphabetical order by author/editor name. Do not use a long dash to indicate the same authorship as a previous entry. Repeat the author and date for each entry.

Citations are in a hanging 1,27 cm format.

#### *Journal article*

Ide, S. (1989). Formal forms and discernment: Two neglected aspects of linguistic politeness. *Multilingua*, 8(2/3), 223–248.

In-text (subsequent citation): (Ide, 1989)

#### *Journal articles written by several authors*

Hill, B., Ide, S., Ikuta, S., Kawasaki, A., & Ogino T. (1986). Universals of linguistic politeness: Qualitative evidence from Japanese and American English. *Journal of Pragmatics* 10(3), 347–371.

#### *Monograph*

Kikuchi, Y. 菊池康人 (1997). *Keigo 敬語 (Japanese honorifics)*. Tokyo: Kodansha.

#### *Monograph written by two or more authors*

Kasper, G., & Rose, K. T. *Pragmatic development in a second language*. London: Wiley.

*Edited volume*

Ji, Changhong 吉常宏 (Ed.). 2000. *Hanyu chengwei dacidian 漢語稱謂大辭典 (A comprehensive dictionary of Chinese addressing terms)*. Shijiazhuang: Hebei jiaoyu chubanshe.

*Article in edited collection*

Spencer-Oatey, H., Patrick N., & Li D. (2000). Responding to compliments: British and Chinese evaluative judgements. In H. Spencer-Oatey (Ed.), *Culturally speaking: Managing rapport through talk across cultures* (pp. 99–119). London: Continuum.

*m) Citations*

In your text, use the following format for citations:

Name (Year:Page)

When citing publications with more than three authors use the form et al. after the name of the first author, instead of including all the names. Never use ‘ibid’ or ‘op. cit.’ forms of reference. Every reference and citation should be free-standing. Avoid putting initials before in-text citations, unless you cite several authors with the same family name.

**3. Style check**

If you are a speaker of another language, it’s your responsibility to make sure that a native speaker of English reads your manuscript before submission. We use *British English spelling* in the journal, according the default house style; e.g. we use –ise vs. –ize, –isation vs. –ization, colour vs. color. Our house style avoids hyphens, as in ‘sociolinguistics’, ‘multicultural’, and ‘overrepresentation’. Please use double hyphens to indicate page ranges (e.g. 12- -47); all such double hyphens will be replaced with en dashes in production (e.g. 127–47).

Avoid using abbreviations in the text, and the only abbreviated forms that we normally use include the following:

e.g. - for ‘for example’  
lit. - for ‘literally’

Avoid using too many acronyms, as they are usually disturbing for the reader. Whilst there are some widely recognised acronyms in the field such as CMC for ‘computer-mediated communication’, acronyms should only be used in such cases, and also the proper meaning of the given acronym should be explained when it occurs for the first time in the text. For example: “In the field of computer-mediated communication (henceforth CMC) it is...” Also, AVOID creating new acronyms as much as possible.

It is necessary to avoid any form of wording that indexes the author’s evaluative stances. For example, the following claim is regarded as problematic: “The language reforms of Country X were warmly welcomed by the population”, as it implicitly suggests that the whole of the population agreed to implement such reforms, which is difficult to prove; also, the word “warmly” indicates that the author is positively disposed towards the policies discussed. Instead of the above wording an acceptable form of the same claim can be: “The language reforms of Country X seem

to have met with the needs of a significant portion of the society.”

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