

International Review of Applied Linguistics in Language Teaching



Table of Contents

Scope and general policies of the journal	2
Scope.....	2
Article categories.....	2
Submissions in the following fields are welcome.....	2
Peer review, turnaround times and preprint policies	2
Peer review information.....	2
Turnaround time.....	2
Issue based publication.....	2
Rejection of manuscripts.....	2
Appeals.....	3
Preprint policy.....	3
Inclusive language policy.....	3
Submission of manuscripts	3
ORCID.....	3
Submission declaration and verification.....	3
Scientific misconduct.....	4
Research integrity.....	4
Post-acceptance	4
Galley proofs.....	4
Offprints.....	4
Repository policy.....	4
Subscription-based and hybrid journals.....	4
Note for authors of NIH-funded research.....	5
PMC and Research Funder Policies.....	5
Copyright.....	5
Open Access in hybrid journals.....	5
Article Processing Charges (APCs).....	5
Ethical conduct of research	5
Acknowledgments.....	6
Authorization for the use of human subjects – Research ethics.....	6
Informed consent.....	6
Author contributions.....	6
Competing interests.....	7
Research funding.....	7
Data availability.....	7
Preparation of manuscript	7
Title page information.....	7
Language.....	8
General format and manuscript elements.....	8
Abstract.....	8
Keywords.....	8
Headings.....	8
References.....	9
Figures and figure captions.....	9
Tables and table captions.....	9
Abbreviations.....	9
Equations and symbols.....	9
Linguistic examples.....	10
Audio and Video.....	10
Appendices.....	10
Supplementary material.....	11

Scope and general policies of the journal

Scope

- International Review of Applied Linguistics in Language Teaching (IRAL) is devoted to problems of general and applied linguistics in their various forms. IRAL's long-term interest lies in areas of research which concern first- and second-language acquisition (including sign language and gestural systems). Contributions are welcome on naturalistic and instructed language learning, language loss, bilingualism, language contact, pidgins and creoles, language for specific purposes, language technology, mother-tongue education, terminology and translation. The journal also features occasional thematic issues.
- 4 issues per year, print and online.

Article categories

- Research Article
- Review (Article) (Systematic, narrative, and focused reviews. Review articles are normally published by invitation, but suggestions to the Editors are welcome.)

Submissions in the following fields are welcome

- first- and second-language acquisition (including sign language and gestural systems) naturalistic and instructed language learning,
- language loss,
- bilingualism,
- language contact, pidgins and creoles,
- language for specific purposes,
- language policy
- language technology,
- mother-tongue education, and
- translation.

Peer review, turnaround times and preprint policies

Peer review information

International Review of Applied Linguistics in Language Teaching is a double-blind journal. Manuscripts are reviewed anonymously by at least two independent reviewers selected by the Editors.

The editors reserve the right to reject submitted manuscripts without peer review if the studies are not novel or important enough to merit publication in the journal. Manuscripts deemed unsuitable (insufficient originality or limited interest to the target audience) will be also rejected without review.

Turnaround time

International Review of Applied Linguistics in Language Teaching aspires to inform authors of the peer review decision within four months from submission date. Revised manuscripts should be returned within 6–12 weeks. Accepted articles will be published online within 2–4 weeks of acceptance.

Issue based publication

Articles are first published online as DOI citable articles and are later assigned to an issue with final page numbers.

Rejection of manuscripts

Manuscripts dealing with subjects that have been well studied in the literature, and that do not resolve questions raised by previous studies, or manuscripts that are statistically underpowered, are likely to be rejected without peer review.

Manuscripts are also returned to authors if they do not comply with the Instructions for Authors (e.g., if the number of words allowed for a certain article type will be exceeded).

Appeals

Manuscripts that have been rejected for publication will be reconsidered only at the discretion of the Editor(s). Authors wishing to request reconsideration of a previously rejected manuscript must do so in written form and submit a rebuttal by e-mail to the journal's editorial office. Authors should provide detailed reasons why they believe the manuscript should be reconsidered. If the rebuttal is accepted, the author will be asked to re-submit the manuscript, or the decision will be reversed.

Preprint policy

De Gruyter does not consider the following purposes of a paper as pre-publication: publication in the form of a congress abstract, publication as an academic thesis, publication as an electronic preprint on recognized servers such as arXiv, RePEc, bioRxiv, ResearchSquare, etc.

Inclusive language policy

Inclusive language recognizes diversity, conveys respect for all people, is sensitive to differences and promotes equal opportunities. Content should not make assumptions about readers' beliefs or commitments; should not contain anything that might suggest that one person is superior to another because of age, gender, race, ethnicity, culture, sexual orientation, disability or health condition; and should use inclusive language throughout. Authors should ensure that their writing is free from prejudice, stereotypes, slang, references to the dominant culture and/or cultural assumptions.

We advise the following approach: Aim for gender neutrality by using plural nouns (clinicians, clients, participants) as standard and avoiding "he" or "she", wherever possible. Instead, please use "they". We recommend avoiding the use of descriptors that refer to personal characteristics such as age, gender, race, ethnicity, culture, sexual orientation, disability or health status unless they are relevant and valid.

Submission of manuscripts

- Submit manuscripts exclusively online at: <http://mc.manuscriptcentral.com/iral>

We strongly recommend the authors register with institutional e-mail addresses, and refrain from using private e-mail addresses.

A cover letter must be submitted for each manuscript upon first submission. It should contain a brief statement by the authors as to the element of novelty upon which they base their request for publication in *International Review of Applied Linguistics in Language Teaching*. Please address the cover letter to the Editor-in-Chief. Revised manuscripts must be accompanied by a point-by-point reply to the reviewers' criticisms. Major changes in the revised manuscript must be highlighted, preferably in tracked changes mode. A second, clean version should always be submitted for major changes.

ORCID

The ORCID (Open Researcher and Contributor ID) is a non-profit, publisher-independent system that is used to uniquely identify academics and their publications. Click [here](#) for detailed information about ORCID. Submitting authors can login with username and password. If the journal uses ScholarOne as submission tool, authors can also login with their ORCID number. Providing an ORCID number for each author is strongly recommended. ORCID numbers should be listed on the title page. The specification of an ORCID number for each author is not mandatory but recommended.

Submission declaration and verification

For information on plagiarism, please refer to [COPE – Committee of Publication Ethics](#). Submission of a manuscript to a journal implies that the work described has not been published previously, except in the form of an abstract, academic thesis, lecture, or preprint; that it is not under consideration for publication elsewhere (multiple, redundant, concurrent publication); that publication of the work is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out; and that, if accepted for publication,

Instructions for Authors

International Review of Applied Linguistics in Language Teaching

it will not be published elsewhere, no matter in which language, without the written consent of the Publisher. Exceptions are listed under Preprint policy.

To exclude potential overlap with prior publication(s), your manuscript may be checked by the plagiarism checker Crossref Similarity Check ([iThenticate](#)). Previously published material must be referenced appropriately in the manuscript, regardless of whether the material was previously published in a subscription based, hybrid or open access journal, or in another language.

Scientific misconduct

Only articles that have not been or will not be published elsewhere will be published in the journal, excluding articles that fall under De Gruyter's [Repository Policy](#). Multiple submissions/publications or redundant publications (i.e., republication of data already published by the same authors) will be rejected. If identified after publication, the journal reserves the right to publish a retraction note. In any case, editors will follow COPE's Code of Conduct and implement its advice.

Research integrity

The authors are responsible for all aspects of the study and will ensure that any questions regarding the accuracy and integrity of any part of the work are adequately investigated and resolved.

With submitting your manuscript to *International Review of Applied Linguistics in Language Teaching* the authors declare that they are the sole and intellectual authors of the manuscript. We do not accept submissions that name Artificial Intelligence (AI) and/or Machine Learning Tools as credited author(s) on a manuscript because such tools cannot take responsibility for the submitted work and therefore cannot be considered as eligible authors. Where such tools or technologies are used as part of the design or methodology of a research study, their use should be clearly described in the Acknowledgments section. In case of doubt, the Editorial Board reserves the right to ask the authors to submit the raw experimental data.

Post-acceptance

Galley proofs

Online proofreading: The corresponding author of an article receives the galley proofs in electronic form to check them for editing and typesetting accuracy. Corresponding authors receive an e-mail notification ("Check your proof") with a link to the online proofreading system (Proof Central) through which they can access their galley proofs. The interface is similar to MS Word: authors can edit the text by entering their corrections directly, adding comments, and answering questions from the copy editor. If preferred, authors can also annotate and upload edits to the PDF version.

All instructions for proof corrections, including deadlines, will be given in the e-mail notification to the corresponding author; along with a user guide, providing step-by-step instructions for inserting corrections.

Substantial changes to an article accepted for publication will only be considered with the permission of the Editor or after additional peer review. The responsibility for proofreading lies solely with the authors. **According to De Gruyter policy, once an article has been accepted, no changes to the author list and article title are allowed (except typos). The De Gruyter production team is instructed to enforce this policy during the production/proof correction process.**

Offprints

Electronic files of typeset articles in Adobe Acrobat PDF format are provided free of charge. The corresponding author will receive an e-mail notification when the article has been published online along with instructions on how to access the article.

Repository policy

Policies for sharing published journal articles differ for subscription-based and open access articles.

Subscription-based and hybrid journals

Authors may publish their articles in a public repository after an embargo period of 12 months (see De Gruyter's [Sharing Policy](#)). Only the accepted author version of the manuscript, not the PDF version of the published article, can be published:

Immediately

- via their non-commercial personal website, blog or social media channels
- by updating a preprint in arXiv, RePEc, bioRxiv, ResearchSquare, etc. with the version of the accepted manuscript
- as a closed deposit via their research institute or institutional repository for internal institutional purposes or as part of an invitation-only research collaboration workgroup
- directly by providing copies to their students or to research collaborators for their personal use
- for private scholarly sharing as part of an invitation-only work group

After an embargo period

- as open deposits to institutional or subject repositories
- to scholarly collaboration networks (SCNs)

Note for authors of NIH-funded research

De Gruyter acknowledges that the author of a US-agency-funded article retains the right to provide a copy of the final manuscript to agency upon acceptance for publication or thereafter, for public archiving in PubMed Central 12 months after publication in the *International Review of Applied Linguistics in Language Teaching*. Note that only the accepted author's version of the manuscript, not the PDF file of the published article, can be used for NIH archiving.

PMC and Research Funder Policies

U.S government agencies and private funders have partnerships with NLM to leverage the PMC infrastructure. Scientific work funded by these agencies and private funders will be automatically listed in PMC. You can find the list of potential donors [here](#).

Copyright

Manuscripts submitted to subscription and hybrid journals are accepted on condition of transfer of copyright ([License to Publish](#)) (for U.S. government employees: to the extent transferable) to the publisher. Once the manuscript has been accepted, it may not be published elsewhere without the consent of the copyright holders.

Open Access in hybrid journals

The author declares consent to place the article under the Creative Commons license CC-BY 4.0. In this case, the exclusive rights previously granted to the publisher will be converted into non-exclusive rights. The author confirms that they have already acquired all necessary rights for all components of the work in the event of an open access publication. For more information, refer to paragraph 5 in the [License to Publish](#).

Article Processing Charges (APCs)

Authors publishing in **hybrid journals** do not have to pay APCs if they do not wish to publish their article open access. After acceptance and before production of an article, authors can decide whether to publish their article open access. Only if they decide to publish open access, APCs will be charged. All articles are peer-reviewed and accepted for publication based on the quality of their scientific contribution. The decision to publish open access does not affect the peer review process or the acceptance of the article. De Gruyter has [institutional agreements](#) in place that allow authors to publish open access articles at no cost at all – or with a significant discount. For more information on De Gruyter's open access policy, please read our [Open Access Policies](#).

Ethical conduct of research

Manuscripts must follow certain ethical guidelines to be considered for publication. These can generally be found in the [Publication Ethics and Malpractice Statement](#). Accordingly, **before submitting your manuscript, please make sure that you and your co-authors agree to the applicable requirements**. For example, this may involve declaring and ruling out conflicts of interest or proving compliance with legal requirements related to human and animal testing.

Furthermore, our [Code of Conduct for Publication Procedures and Ethics](#) defines the responsibility of De Gruyter as a publisher and the Editors we work with, to ensure the legitimacy and quality of our published research. Our principles are based on the guidelines of the [Committee on Publication Ethics \(COPE\)](#).

Acknowledgments

Authors may wish to acknowledge individuals, working groups, institutions, etc. who provided help and support (other than financial) during research and the preparation of the manuscript (e.g., language checking, writing assistance or proof reading of the article, etc.). Individuals acknowledged are not included on the title page, as a footnote to the title or otherwise.

We do not accept submissions that name Artificial Intelligence (AI) and/or Machine Learning Tools as credited author(s) on a manuscript because such tools cannot take responsibility for the submitted work and therefore cannot be considered as eligible authors. Where such tools or technologies are used as part of the design or methodology of a research study, their use should be clearly described in the Acknowledgments section.

Authorization for the use of human subjects – Research ethics

Manuscripts that contain information on the use of humans should clearly state that the research complies with all relevant national regulations and institutional policies and has been approved by the authors' Institutional Review Board or any equivalent Committee. Copies of the guidelines and policy statements must be available for review by the Editor, if necessary. The Editors reserve the right to seek additional information or guidance from reviewers on any cases in which concerns arise. All investigations with human subjects must be conducted by following the tenets of the [Declaration of Helsinki](#), what is more authors must identify the Committee or Institutional Review Board approving the experiments, and provide a statement indicating approval of the research. If applicable, information on research ethics and/or approval by the Institutional Review Board should be given in the Methods section.

Please, submit the "[Template for Ethical and Legal Declarations](#)" file that asks you to comment on Research Ethics. Provide the same information here. Make sure that the information in the manuscript matches the information in the template.

If a study did not require human or animal ethical approval, a corresponding statement should be given in the Methods section. Please, submit the "[Template for Ethical and Legal Declarations](#)" file provide the same information here, or *Not applicable*.

Informed consent

The [Protection of Privacy](#) is a legal right that must not be infringed without individual informed consent. In cases where the identification of personal information is necessary for scientific reasons, authors should obtain full documentation of informed consent, including written permission from the patient or their legal guardians prior to inclusion in the study. The following (or similar) statement should be given in the Methods section: *Informed consent was obtained from all individuals included in this study.*

Please, submit the "[Template for Ethical and Legal Declarations](#)" file that asks you to comment on Informed Consent. Provide the same information here. Make sure the information in the text of the manuscript matches the information in the template. If informed consent was not required, insert *Not applicable*. after Informed consent in the "[Template for Ethical and Legal Declarations](#)".

Author contributions

In view of research integrity, authorship is generally confined to an individual who has made a substantial intellectual or practical contribution to the conception or design of the project or the acquisition, analysis, or interpretation of data for the work of a publication and/or has drafted the work or reviewed/revised it critically for important intellectual content. The individual(s) listed as author(s) must agree to be accountable for said contribution and approve of the final version. **Honorary authorship is not allowed.**

Individuals who helped or participated in certain substantive aspects of the project or work (e.g., technical services staff), but whose contributions were not of sufficient extent to be listed as co-authors, should be appropriately acknowledged, usually in an Acknowledgements section.

Authors must declare their responsibility for the entire content of the manuscript and may indicate the individual contributions of each author, if applicable. The author contribution statement should appear on the title page before the Reference section as the following default statement: *All authors have accepted responsibility for the entire content of this manuscript and approved its submission.* or *The author has accepted responsibility for the entire content of this manuscript and approved its submission.*

Please, submit the "[Template for Ethical and Legal Declarations](#)" file that asks you to comment on Author Contribution. Provide the same information here as in the manuscript. Make sure that the information in the manuscript matches the information in the template.

Competing interests

A conflict of interest for a particular manuscript exists when a participant in the peer review and publication process – author, reviewer, and Editor – has ties to activities that could inappropriately influence his or her judgment, regardless of whether the judgment is actually affected. Financial relationships with industry (for example, employment, consultancies, stock ownership, honoraria, patent applications, expert testimony, grants and other funding), either directly or through immediate family, are usually considered the most important conflicts of interest. However, conflicts can occur for other reasons, such as financial support of the study, ties to health insurance, politics or other stakeholders, personal relationships, academic competition, and intellectual passion. To ensure fair and objective decision-making, authors must declare any associations that pose a conflict of interest (financial, personal or professional) in connection with the manuscript under evaluation. This must be declared during the submission process and also at the end of the manuscript. If you do not have a statement to make, please insert *None declared*. The conflict-of-interest statement should appear on the title page of double-blinded journals, and before the Reference section of single-blinded journals. Please, submit a file called “[Template for Ethical and Legal Declarations](#)” that asks you to comment on the Competing interests. Provide the same information here as in the manuscript. Make sure that the information in the manuscript matches the information in the template.

If you do not have a statement to make, the default statement will be set in place: *The authors state no conflict of interest.*

Research funding

Funding sources should be listed at the end of the manuscript, before the References and indicated in the “[Template for Ethical and Legal Declarations](#)”, if required for submission, after Research Funding. When the study benefitted from funding through an unrestricted grant or other resources provided to a university, college, other research institution, or an individual author, state the name of the institute or organization that provided the funding along with the grant number, if applicable.

If no funding was provided for the research, the default statement will be set in place: *None declared*.

Data availability

International Review of Applied Linguistics in Language Teaching requires authors to follow our [Data Sharing Policy](#), which must comply with the European GDPR (*General Data Protection Regulation*) rules. Research data should be made widely available to the research community to demonstrate the robustness and validity of the research presented in the journal, to enable and encourage replication of the results, and to allow the community with opportunities to learn.

By publishing in the journal, authors are required to provide a data availability statement (DAS) in their articles. The DAS confirms the presence or absence of shared data. The DAS should include information on where the data supporting the findings reported in the article can be found, including, if applicable, hyperlinks to publicly archived datasets analyzed or generated during the study. If research data are not publicly available, this must be stated in the manuscript, as well as the conditions for accessing the data.

Authors are encouraged to share their data but are not required to do so. The decision to publish will not be affected by whether or not authors share their research data.

The DAS should be included either before the References or in the “[Template for Ethical and Legal Declarations](#)”, which is required for submission.

Preparation of manuscript

Title page information

Please provide a title page as a separate file during the submission process including the following information:

- Author names

Write at least one given and family name in full. For all other names, initial is sufficient. List authors in the order you want them to appear in the final version. Indicate the corresponding author by using an asterisk “*” after the family name. Please note that as per De Gruyter policy, no author list changes are permitted after acceptance of a manuscript.

Author footnotes (superscript letters or numbers) to explain authorship details are not all allowed in the author line and will be converted to an author note on the first page. Kindly stick to the wording as in the examples below:

- [Full name author A] and [full name author B] contributed equally to this work.
 - [Full name author A] and [full name author B] contributed equally to this work and share first authorship.
 - [Full name author A] and [full name author B] share senior authorship.
 - [Full name author A] and [full name author B] share first authorship.
- Title and short title

Provide a descriptive, concise and comprehensible main title as well as an abbreviated form of the main title (running head) with no more than 40 characters (including blanks). The short title will be displayed on the top of each page of the final version.

The article title and subtitle should be in sentence case. Use lowercase letters after colon.

- Affiliations

For the corresponding author supply the following details: e-mail address, department, institution, street, city, postal code and country; for all other authors department, institution, city, postal code and country are mandatory. Please also provide all details concerning the current institutional affiliation in case you changed affiliation during the manuscript preparation and publication process.

Supplying an ORCID is highly recommended (for more information and registration, please visit the ORCID webpage: <https://info.orcid.org/benefits-for-researchers/>)

- Please also indicate the word count, number of tables and figures, and whether your manuscript contains supplementary material.

Language

All manuscripts must be written in clear and concise English. Please use British or American English consistently. De Gruyter does provide a *light* copyedit of manuscripts, but authors remain responsible for being their own copyeditors. If you have reasons to doubt your proficiency with respect to spelling, grammar, etc. (e.g., because English is not your native language), then you may wish to employ – at your expense – the services of a professional language editor.

General format and manuscript elements

Please see the [Manuscript checklist](#) for detailed information on length and structure of specific article types.

Abstract

Give a concise summary of your article in an abstract of approx. 200 words in a single paragraph. As abstracts are published separately by abstracting and indexing services, please spell out abbreviations at first use and do not include footnotes, tables, figures or equations. Avoid using references. If it is essential to use a reference in the abstract, please expand it as per journal reference style.

Keywords

Keywords are used by abstracting and indexing services as well as search engines to facilitate finding your paper. Together with the abstract of your paper, they are a key tool enabling readers to find your paper and for increasing citations.

Supply 3–6 specific keywords in alphabetical order and lower case, separated by semicolon. These can be single words, but also short phrases representing the content. Make sure to select precise and concise keywords to your field or sub-field of research. Avoid abbreviations and the repetition of words already used in the article's title.

Headings

Your manuscript should be subdivided into sections (and, if necessary, subsections). These sections should be labeled with headings in a consistent format and with a clear hierarchy of section headings. Limit your subsections to a maximum of four levels. For subdivided sections ensure that they have at least two subheadings on one level. Headings do not have an end period.

Headings should be numbered and in sentence case. Use lowercase letters after colon.

References

Please adhere strictly to the reference style of *International Review of Applied Linguistics in Language Teaching* as outlined in the [Reference Style Sheet](#). The style sheet provides examples for different types of citations in the text as well as for different bibliographic items in the reference list. Please note: All references mentioned in the reference list must be mentioned in the text, and vice versa.

Figures and figure captions

Graphs, line drawings, photographs, schemes, diagrams, etc. may be used to illustrate your findings. Publication of color figures is provided free of charge in both online and print editions. The publication quality always depends directly on the quality and size of the delivered data.

Please label the illustrations as “Figure”. Each figure should be uploaded separately as .jpg, .eps, .png or .tiff file. Images should have a minimum resolution of 300 dpi (color or black-white pixel graphics/half-tone images) in the intended size (600dpi combination of pixel graphic and line drawing, 1200dpi for line drawings). When drawing bar graphs, use patterning/color instead of grey scales (faint shading may be lost upon reproduction). Figures should not display any frames.

Figures should be numbered consecutively using Arabic numerals (from 1) throughout the text. If you include multi-part figures, please make sure to label all part figures by using lowercase letters. Please make sure that all figures are explicitly referred to in the text. Do not end the text immediately preceding the suggested positioning of a figure with a colon and avoid expressions such as “in Figure 1 below/above”, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset. Note that figures will usually be placed on the top or the bottom of the page in the final layout.

Provide a concise and self-explanatory caption for each figure. In case of multi-part figures, please include a main caption as well as part figure captions.

The key to the symbols depicted in the figures should be included in the figure itself, where possible. Otherwise, include it in the caption. The caption itself should not be included in the figure.

Please make sure that letters, numbers, symbols, text, etc. included in the figure are clear, easy to read (not below 6pt, preferably in Arial or Helvetica) and uniform in style.

It is the authors' responsibility to use images that do not infringe on any copyrights, performing rights, trademark rights, personal rights or any other third-party rights or are otherwise unlawful. Copyright permissions can be obtained through the Copyright Clearance Center (<https://www.copyright.com/>). Copies of any letters granting permission to reproduce illustrations or tables from other sources, or lengthy quoted passages, must be supplied with the manuscript.

Tables and table captions

Number tables consecutively using Arabic numerals. Tables should be provided in an editable source format (Word, LaTeX). Please avoid handing in tables as image or Excel files.

Provide a short descriptive title, column heads, and (if necessary) footnotes to make each table self-explanatory. In column heads, separate units with a comma and use parentheses or square brackets for additional measures (e.g., %, range, etc.). Use footnotes in alphabetical order (a, b, c, etc.) to give emphasis or further information. Expand abbreviations used in tables in footnotes.

In case bold type or italics are used to highlight information, please explain their meaning.

Avoid color, shading, vertical lines, and other cell borders. Note that most horizontal lines within the table body will be removed during the production process.

Indicate where to place the table approximately (e.g., [Place Table 1 near here]). Do not end the text immediately preceding the suggested positioning of a table with a colon and avoid expressions such as “in Table 1 below/above”, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset. Note that tables will usually be placed on the top or the bottom of the page in the final layout.

Abbreviations

The use of abbreviations and acronyms is permitted given that they are expanded in full when used the first time with the abbreviation in parentheses (applies to abstract and main text). Please use them consistently thereafter. Avoid using non-standard abbreviations unless they appear more than three times in the text. We recommend providing a list with an overview of all abbreviations.

Equations and symbols

Equations should be well-aligned and not crowded. Use only Latin and Greek alphabets. Avoid complicated superscripts and subscripts by introducing new symbols. Avoid repetition of a complicated expression by representing it with a symbol. For MS Word submissions create equations using the Microsoft equation editor or a correspond-

ing add-on. Do not submit math equations as images, but as editable text. Number displayed equations consecutively with Arabic numerals (if referred to in the text).

Linguistic examples

Keep the use of italic and bold font type, underlining and background color in tables to a minimum and make only use of it when absolutely necessary to draw attention to a particular linguistic feature that cannot be highlighted otherwise.

Linguistic examples with interlinear glossing should follow the “Leipzig glossing rules” (<http://www.eva.mpg.de/lingua/resources/glossing-rules.php>). Align glosses using tables preferably or tabs. Do NOT use space bars. The example source should be listed on a new line left-aligned with the example text. Examples in English should be set in italics.

References to examples in the text should take the form “see (2a) and (2b)” with both number and letter in brackets.

(Please see below for an example on how to format a linguistic example.)

- (1) *qwél-em* *te* *Strang* *te* *sth'óqwi.*
barbecue-INTR DET Strang DET fish
'Strang barbecues the fish.'
(Wiltschko 2006: 202)
- (2) a. *bawla* *lagahk* *loä.*
I.saw SELF me
'I saw myself.'
(Gast and Siemund 2006: 355)
- b. *lagahk* *Juan* *kayuhn-ni* *rolihdz-ni.*
SELF Juan is.building-3SG house-3SG.POSS
'Juan himself is building his house.'
(Gast and Siemund 2006: 355)
- c. *Juan* *ensilaani* *kayuhn-ni* *rolihdz-ni.*
Juan SELF.AO is.building-3SG house-3SG.POSS
'Juan is building his house himself.'
(Gast and Siemund 2006: 355)
- (3) *I sent the artefacts to an anthropologist.*

Audio and Video

For all examples connected to an audio/video recording, supply audio/video clips. Deliver these clips as separate files and do not integrate them directly into the manuscript.

Name all your clips using the following convention:

e.g., audio-1-smith.MP3, video-1-smith.MP4,

[media]-[identifier]-[author-family-name].[extension]

Indicate the position in the article by placing a marker as follows:

[associated audio-1-smith.wav with example (1)]

Provide a short caption for each media file and number them consecutively. Any other media files can be included as part of the supplementary material.

File naming: audiosupplement-1-smith.MP3,

[media.supplement]-[identifier]-[author-family-name].[extension]

The following formats are preferred: audio files in MP3 (at least 16 bit) and video files in MP4 (at least a height of 480 pixels and a frame rate of 25). However, other common formats are also permitted.

Appendices

Use appendices for information that supports your findings but is not essential for the understanding of your paper (e.g., lengthy mathematical proofs, tables, graphics, etc.). Cite appendices within the main text. Tables and figures in the appendix should be numbered consecutively as follows: Figure A.1, Table A.1, Figure A.2, Table A.2, etc. The appendix is placed at the end of the main text before the reference list.

Supplementary material

Supplementary material which may offer further information on your work but does not belong to the core part of the article, will not be part of the typeset article PDF. The material will be made available as a separate download in the online version of the article. Supplementary material may contain questionnaires for discussed surveys, protocols, code samples, datasets, extensive tables, additional figures, multimedia files (audio, video, animations), etc. If the manuscript is accepted, supplementary material will be referenced in the print version, but will be published online only.

Please provide supplementary material data as separate file(s) of no more than 10 MB per file during submission. Note that the material should be publication-ready (not in track-changes mode), as it will not be typeset, but published exactly as supplied. Within the text, the supplementary material must be cited consecutively and be referred to as supplementary material data (e.g., see Supplementary Material, Fig. 1, or Figure S1, Table S1, etc.).

Please contact Editorial Assistant for any further questions:

Name: Jiao Li

Email: jiaoli.729@gmail.com or iral@degruyter.com