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# TEXT & TALK

AN INTERDISCIPLINARY JOURNAL OF LANGUAGE, DISCOURSE & COMMUNICATION STUDIES  
(Formerly: TEXT: An Interdisciplinary Journal for the Study of Discourse)

EDITOR  
SRIKANT SARANGI

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## **TEXT & TALK: GUIDELINES FOR SPECIAL ISSUES**

Special issues are an indispensable part of TEXT & TALK (T&T), and it is expected that two special issues can be accommodated in each annual volume. The journal has instituted a specialist board to advise the editor on the designated areas of specific interest to T&T. Currently the members of the specialist board are: Malcolm Coulthard; Gunther Kress; Wendy Leeds-Hurwitz and Jan-Ola Ostman.

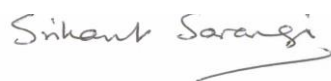
The procedure for the initiation and production of special issues is as follows.

1. Ideas, concepts, suggestions for special issues should be forwarded to the editor of T&T by potential guest editor(s) for discussion. At this stage, the proposal should include a brief outline rationale, relevance to the journal's readership, names of potential contributors and individual abstracts.
2. The guest editor(s) will be responsible for the selection of authors, including commentators. Special issues should not necessarily be used as 'closed affairs' and, where possible, planned special issues may be announced well in advance with invitations to potential contributors, with interdisciplinary and international coverage. It is worth bearing in mind that some individual contributions may not survive the review process, so it is important to include one or two additional authors at the initial stages. It is common practice to invite one or two eminent scholars in the field to write short commentaries at a later stage.
3. If, following initial discussions, it is agreed to proceed, then the guest editor(s) of the proposed Special Issue will be asked to prepare a proposal of approximately 15-20 pages. The proposal should be in two parts. Part A (5-6 pages) should cover questions such as: specific aims and objectives of the Special Issue, its relevance to T&T, main strengths, the coherence between the proposed contributions, the experience of the guest editor(s), a delivery date for submission of manuscripts etc. Part B (12-15 pages) should include extended abstracts of the

suggested contributions. Each extended abstract (2-3 pages) should indicate clearly its link to the special issue theme, its theoretical and analytical orientations, details of data and methodology, and the paper's main claims vis-à-vis relevant literature.

4. The full proposal will be considered by the editor of T&T and passed to one or more specialist referees from within and/or outside of the editorial board of TEXT & TALK for review. This process may take between 4-6 weeks.
5. If, following the review, the proposal is accepted, the guest editor(s) will ask the contributors to prepare their manuscripts which must be submitted (in hard copy and electronic copy) following journal guidelines, as one batch for ease of administration.
6. All contributions to special issues will undergo an independent, anonymous review procedure. The guest editor(s) will be consulted about names of appropriate reviewers. The Guest Editors are expected to be fully involved as far as correspondence with individual authors in the revision stage is concerned. A separate document detailing the step-wise procedure will be provided at this stage.
7. The editor of T&T reserves the right to refuse to publish material, even after the review stage, which is believed to be falling short of an acceptable standard.
8. Each special issue is presently limited to approximately 150 pages. Only in exceptional circumstances will this be exceeded. An average page of T&T contains 3000 to 3200 characters (including punctuation and spaces).
9. The final manuscripts must be delivered at least 6 months prior to the commencement of the publication schedule.
10. Matters concerning copy-editing and the production timescale will be negotiated with the Managing Editor at Mouton.

Queries can be addressed to Srikant Sarangi, Editor ([sarangi@cardiff.ac.uk](mailto:sarangi@cardiff.ac.uk)), but submissions should be sent, as usual, to [textandtalk@cardiff.ac.uk](mailto:textandtalk@cardiff.ac.uk)



Srikant Sarangi  
Editor

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Srikant Sarangi  
Faculty of Humanities  
Aalborg University  
Kroghstræde 3  
DK-9220 Aalborg  
DENMARK

tel: +44 (0)29 2087 6154  
fax: +44 (0)29 2087 4502  
email: [TEXTandTALK@cardiff.ac.uk](mailto:TEXTandTALK@cardiff.ac.uk)