

Instructions to authors

Editorial policy:

Southern African Linguistics and Applied Language Studies publishes contributions from any of the disciplines in linguistics, both theoretical and applied. The following types of articles will be considered for publication: *research articles*, reporting on research that fulfills the criteria of a generally accepted research paradigm; *review articles*, which critically evaluate the research done in a specific field; short communications, very short research articles, or condensed reports on new and meaningful results that warrant urgent publication and that may appear in a more comprehensive article at a later stage; *book reviews*, concise objective evaluations of books that have recently been published will be solicited by the Reviews Editor.

Contributions may be in any of the 11 official languages of South Africa. All articles must be accompanied by an abstract not exceeding 200 words in the language of the article. Articles in languages other than English must be accompanied by an abstract in English and an extended English summary (500–1 000 words).

All articles should be submitted to the Editor, Prof Jacobus Naudé, Department of Afroasiatic Studies, Sign Language and Language Practice, University of the Free State, PO Box 339, Bloemfontein 9300, South Africa; e-mail: naudej@ufs.ac.za. All reviews should be submitted to the Editor-in-Chief. All articles will be submitted to referees.

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Presentation:

An electronic version in MS Word format and a PDF should be submitted by e-mail to the Editor-in-Chief. The layout should conform to the following sequence: title page with title, author's name(s), address(es), e-mail address(es), the name and address of the author to whom correspondence should be addressed, and the abstracts. The article itself should commence on a new page and pages should be numbered. A recent issue of the Journal should be consulted for topographical conventions. Footnotes must be avoided. If notes are used, they should be numbered as unparenthesised superscripts and appear at the end of the text under the heading 'Notes'. The numbers must be placed to the right of any punctuation in the text. Examples must be numbered consecutively as they appear in the text. The numbers should be parenthesised and placed next to the left-hand margin. Alphabetical numbering may be used in addition, where examples need to be contrasted or compared with each other. If necessary, an appendix should appear at the end of the article.

Title: This should be concise, but sufficiently informative for use in title lists, or in coding for information storage and retrieval. The title should not exceed 12 words.

Author(s): Should an author's address have changed since the research was carried out, the new address must be given as a footnote.

Abstract: All articles must be accompanied by an abstract of no more than 200 words in the language of the article.

Articles in languages other than English must also be accompanied by an English abstract (maximum 200 words). The abstracts should indicate the content of the article factually and concisely and should be suitable for separate publication and adequate for indexing. The English abstract must always appear first, followed by the abstract in the other language.

References: References in the text should be cited as follows 'Brown and Gold (2000) stated ...' or '... (Brown & Gold, 2000)', when giving a reference simply as authority for a statement. In works by more than two authors the surnames of all the authors should be given in the first reference to such a work. In later references to this work only the surname of the first author followed by *et al.* is given. Page references to a book in the text should be given as '... (Brown, 1999: 40–51)' or 'Brown (1999: 40–51) suggests...'. Reference to an item in a newspaper is cited as '... (Daily News, 2000)'. A list of only those publications to which reference has been made in the text must be presented alphabetically according to the authors' surnames and chronologically under each author, with a, b, c etc. when more than one reference per year from the same author(s) is involved. Examples:

Bailey LA & Timms L. 1976. More on women's and men's expletives. *Journal of Anthropological Linguistics* 18(3): 21–29.

Labov W. 1969. *The Social Stratification of English in New York City*. Washington DC: Centre for Applied Linguistics.

Human Sciences Research Council. 1978. *Analysis of Computer Speech*. Pretoria: Government Printer.

The Daily News. Durban, 8 August 2000.

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Figures: Figures must be numbered chronologically as referred to in the text using Arabic numerals. Authors should ensure that their figures conform to the style of the journal. Please refer to www.nisc.co.za for figure format and style conventions, and exemplars. Figures must be executed in black on a clear white background. Proper drawing facilities giving uniform lettering and lines must be used. Freehand or typewritten lettering and lines are not acceptable. Particular attention should be paid to the proportions of illustrations so that they can be accommodated in single (68 mm) or double (142 mm) columns. Figures can be submitted in the following electronic formats: TIFF, PDF, WMF, EPS or JPEG once the manuscript has been accepted for publication.

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