

Instructions for Authors of *Studies in Pragmatics (S/P)* and the Style Sheet of English Papers

I. Manuscripts

1. Qualification for acceptance of submissions

- a. This journal only accepts contributions from members of the Society.
- b. When there are two or more authors, at least the first author must be a member. Non-members are expected to apply for membership before they submit manuscripts. If there are flaws in membership qualification, or arrears of annual fees, the process of review will not commence or will be stopped.

2. Categories of submissions

Submissions in three categories will be considered (cf. below). Authors should specify a category at the time of submission. After reviewing the manuscript, the editorial committee may also request the author(s) to change the final categorization.

- a. Research papers: Empirical or theoretical studies that make new or original contributions to the development of the field of pragmatics.
- b. Research notes: Articles reporting on work still in the early stages of development, or intended to stimulate research in a particular area.
- c. Discussion notes: Findings or critical comments responding to research papers or research notes that have appeared in *S/P*, *the Proceedings of the Society's Annual Meeting*, or in other publications related to the field of pragmatics.

3. Academic publication violations

- a. Plagiarism is prohibited.
- b. Papers submitted to *S/P* must not have been published previously (repetitive publication and inappropriate self-citation is prohibited), except when they are revised versions of oral or poster presentations made in the past (adequate addition and revision to the manuscripts in the PSJ Proceedings or some other abstract books are required).
- c. Submitted papers should not be under consideration for publication elsewhere (duplicate submission prohibited). Authors may submit only one manuscript as the first author at a time for consideration. Papers that will be presented at the annual convention may not be submitted. Submitted papers must not be submitted in other journals at any time.
- d. Salami publication (a publication of two or more papers derived from one single study) is prohibited.

Decisions on whether or not submitted papers infringe on the prohibitions above are made by the editorial board. Papers that violate the above prohibitions may be returned before the reviewers see them.

4. Languages

- a. As a general rule, papers should be written in English or Japanese.
- b. For authors whose native language is not English, it is strongly advisable that, prior to submission, manuscripts be corrected and edited by a qualified native speaker of English.

Graduate students should consult with a supervisor beforehand regarding the appropriateness of their manuscript.

5. Deadline

- a. The deadline for submission is in April or May of the given year.
- b. Further details will be posted on the PSJ website.

6. Submissions

- a. On a separate coversheet, please indicate the title of the paper, author's name, e-mail address, affiliation and position, and postal address. Authors are requested to submit both manuscript- and coversheet files in both WORD and PDF format by electronic mail.
- b. Further details will be posted on the PSJ website.

7. Results

Submitted papers are reviewed, and authors will be notified of the results within approximately five months. Accepted papers may require revisions following reviewers' comments. Authors will follow the editorial committee's decision on whether papers are acceptable for the current issue.

8. Proofreading

- a. Authors are responsible for the first proofreading only.
- b. Corrections should be limited to typographical errors.

9. Copy of the Current Issue and Offprints

Authors will receive a copy of the current issue of S/P and may purchase offprints of their articles at their own expense.

II. General Format

1. Paper size, volume and format

- a. All manuscripts should be submitted on A4 size paper.
- b. Leave margins of 2.5 cm (1 inch) on the right and left, and 3 cm at the top and bottom.
- c. Type in 12-point font, 32 lines per page.
- d. Manuscripts should not exceed the following lengths, including notes and references:

Research papers, 20 pages; research notes, 10 pages; discussion notes, 5 pages.

If the result is 'acceptable after revision', the author may increase the volume of the paper by approximately 10% in order to make sufficient revisions.

2. Layout

- a. The abstract should appear on the first page of the manuscript, after the title, author's name, and author's affiliation. The abstract itself should be preceded by two blank lines, and begin with the word 'Abstract' in the upper left corner.

- b. Abstracts of English papers may be written in Japanese or English, and should not be more than 8 lines in length (about 100 words in English).
- c. The abstract should be followed by two blank lines, followed by the body of text (no abstracts with discussion notes).
- d. A maximum of 5 keywords should be given below the abstract, preceded by 'Keywords' (no keywords with discussion notes).
- e. Each new section should be preceded by one blank line.
- f. Subsection numbers should be followed by a period (e.g. 1.1.)
- g. Introductions or prefatory remarks should be numbered from 1, not 0.
- h. Examples should be preceded and followed by one blank line.
- i. Authors should not include their name(s) or acknowledgement when submitting manuscripts.

3. Footnotes

- a. Footnotes should appear at the end of the text, before the reference list.
- b. Notes should be indicated with Arabic numerals (1, 2, 3, 4) without parentheses.

4. References

- a. References should appear at the end of the paper.
- b. Cite only works quoted or referred to in the paper.
- c. Titles of books and articles originally written in Japanese should be transcribed in Roman letters and supplemented by English translations in brackets.
- d. The format for references (including the order of elements and punctuation) should be consistent with the following examples:

Grice, H. P. 1989. *Studies in the Way of Words*. Cambridge, Mass.: Harvard University Press.

Hopper, P. J. 1979. "Aspect and Foregrounding in Discourse." In T. Givon (ed.) *Syntax and Semantics 12: Discourse and Syntax*, 213-241. New York: Academic Press.

Horn, L. R. 1985. "Metalinguistic Negation and Pragmatic Ambiguity." *Language* 61(1), 121-174.

Koizumi, T. 1990. *Gengai no Gengogaku: Nihongogoyoron (Linguistics of Implied Meaning: Japanese Pragmatics)* Tokyo: Sanseido.

Watts, R. J. 2005. "Linguistic Politeness Research: *Quo vadis?*" In Watts, R.J., S. Ide and K. Ehlich (eds.) *Politeness in Language: Studies in Its History, Theory and Practice* (2nd edition), xixlvii. Berlin and New York: De Gruyter Mouton.

- e. Manuscripts must be written in such a manner that the authors cannot be identified. Books and articles by the same author(s) should be referenced in the style below at the end of the list, i.e. the author(s) should be cited only as 'Author(s)', along with the year of publication.
 - Author(s). 2013.
 - Author(s). 2016.

(revised, 01/13/2022)