

## **SUBMISSION REQUIREMENTS**

Any student or faculty member of GIAL may submit a paper for publication in the GIAL Electronic Notes Series. Papers from non-GIAL members such as visiting scholars and invited guest lecturers to the GIAL academic forum schedule, may also submit their read papers.

A student submitted paper must be sponsored by a faculty member of GIAL. Generally this will be either the professor of the class from which the paper resulted or the advisor of an independent research project. In recommending the article, the instructor approves the scholarship and style for public reading. A faculty paper must be reviewed and subsequently recommended by a professional colleague prior to submission. In this regard, faculty sponsors and colleagues act as primary reviewers for papers.

Students are required to submit both an electronic and hard copy of the paper to the editor of the series along with a completed *Submission Cover Sheet* and an abstract of no more than 50 words.

Faculty submissions should be made by sending both an electronic and hard copy to the editor, a *letter of recommendation* by the colleague reviewer, and an abstract of no more than 50 words.

### **Issue Date for Submission**

Papers are received by the editor throughout the year; however, articles are required to be submitted in both electronic and paper form at least three (3) weeks prior to a single issue release to be considered for that specific issue.

After submission, the editor will verify the submission has faculty approval and that document style and formatting requirements have been met. A copy editor will then review the submission and suggest changes as necessary.

Please send submissions to:

Dr. Shelley Ashdown, Senior Editor  
Graduate Institute of Applied Linguistics  
7500 W. Camp Wisdom Road, Pike 108  
Dallas, TX 75236  
U.S.A.

By e-mail, send submissions to: [shelley\\_ashdown@sil.org](mailto:shelley_ashdown@sil.org)

### **Style Requirements**

Papers should conform to one of the following three style standards employed at GIAL: APA style, MLA style, and LSA style. Guidelines for the APA style can be found at [www.apastyle.org/](http://www.apastyle.org/); guidelines for MLA style can be found at

<http://owl.english.purdue.edu/owl/resource/557/01/>; and guidelines for LSA style can be found at [www.lsadc.org/info/pubs-lang-style.cfm](http://www.lsadc.org/info/pubs-lang-style.cfm).

All submitted papers must already be computer readable and editable; we do not keyboard papers from hard copy. If a nonstandard character set is used, the font must be included with the document file. Submit your paper as a standard word processor document (such as Microsoft Word), and it will be converted to Adobe Acrobat PDF.

### **Format Specifications**

There is no page limit on manuscripts; however, it is recommended that papers do not exceed thirty pages, double spaced, including trees, tables, charts, references, etc.

### **FAIR USE GUIDELINES**

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### **Citations**

All references to documents served by this site must be appropriately cited. Guidelines for the citation of electronic documents can be found on the APA's website: <http://www.apa.style.org/eleceref.html>.

### **REQUIRED SOFTWARE**

Papers are displayed as PDF files which can only be read using the Adobe Acrobat Reader software. The reader is free and is available for Windows, Macintosh, and UNIX from [Adobe's Acrobat download page](#). Follow their instructions for installing the reader on your computer and configuring your Web browser to handle PDF files.

**GIAL ELECTRONIC NOTES SERIES**  
**Submission Cover Sheet**

**Please attach this sheet to the front of your submission.**

First Author's Name \_\_\_\_\_

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(alternative addresses, special circumstances, etc can be listed in "Comments" below)

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Undergraduate \_\_\_ Graduate \_\_\_ Faculty \_\_\_ Guest Scholar \_\_\_

First Author's Department(s) \_\_\_\_\_

If this paper is co-authored, please list the co-author(s) and their department(s).

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Total number of pages (including references, appendices, etc.) \_\_\_\_\_

Linguistics Subfield (please check all appropriate subfields):

\_\_\_ Phonetics            \_\_\_ Translation

\_\_\_ Phonology           \_\_\_ Cognitive Science

\_\_\_ Morphology         \_\_\_ Field Methodology

\_\_\_ Syntax               \_\_\_ Literacy

\_\_\_ Semantics           \_\_\_ Language Acquisition

\_\_\_ Sociolinguistics

Please specify other academic field(s): \_\_\_\_\_

Keywords: \_\_\_\_\_

Was this paper originally written as part of a GIAL course? If so:

What was the course number and name? \_\_\_\_\_

Who taught the course? \_\_\_\_\_

When did you take this course? \_\_\_\_\_

If this paper was not originally written for a GIAL course, please explain its origin here.

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By submission of this document to GIAL Electronic Notes Series, I attest that this manuscript is my own work.

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