

SUBMISSION GUIDELINES

1. Submission of Manuscripts

What will *LD&C* publish?

LD&C publishes papers on all topics related to language documentation and conservation, including, but not limited to, the goals of language documentation, data management, fieldwork methods, ethical issues, orthography design, reference grammar design, lexicography, methods of assessing ethnolinguistic vitality, archiving matters, language planning, areal survey reports, short field reports on endangered or underdocumented languages, reports on language maintenance, preservation, and revitalization efforts, plus software, hardware, and book reviews.

What is the preferred file format for submissions?

LD&C accepts manuscripts in electronic form only. Files should be formatted in one of the three formats: Rich Text Format (.rtf), Microsoft Word (.doc), or OpenDocument Text (.odt). The paper size should be US Letter (8.5 x 11 inches). The font should be Times 12 pt except for special symbols. In addition to the required .rtf, .doc, or .odt file, submission of a .pdf version of the manuscript, with fonts embedded and tables and figures in place, is encouraged.

How do I submit to *LD&C*?

Submissions can be transmitted in either of the following ways: (a) by e-mail: send files as attachments to <ldc@hawaii.edu>, or (b) by priority mail: send files on a disk to the following address:

Language Documentation & Conservation
Department of Linguistics, UHM
Moore Hall 569
1890 East-West Road
Honolulu, Hawaii 96822
USA

May I submit audio and video files that complement my text?

LD&C welcomes audio and video clips that enhance the quality of a manuscript. When necessary, we will work with authors to include these in their publications. If you would like to submit sound or video files, please contact the editors at <ldc@hawaii.edu> for information about approved file formats.

How should a manuscript be formatted for initial submission?

Authors submitting manuscripts should follow the *LD&C* Style Sheet (<http://nflrc.hawaii.edu/ldc/ldcstyle.pdf>). Authors are also expected to include a brief (no more than 200-word) abstract with their submission.

What are *LD&C*'s style conventions for published articles?

Language Documentation & Conservation editorial style follows *The Chicago manual of style*, 15th edition (Chicago: University of Chicago Press, 2003). The *LD&C* Style Sheet is available in PDF format at <<http://www.nflrc.hawaii.edu/ldc/ldcstyle.pdf>>.

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2. Book Reviews

Can anybody submit a book review?

LD&C publishes only solicited book reviews.

3. Book Notices

Who may submit book notices?

Although unsolicited book notices are allowed, the author should contact us first to see if we have already sent the book out for review, or if we have plans to do so. Book notices should be approximately 500 words and submitted directly to the Book Review Editor at <ldc@hawaii.edu>. The journal recommends that book notices be written by those who are not directly involved in the production of the work described in the notice. Book notices must be well-written, relevant and informative. Final authority on their publication rests with the Book Review Editor.

4. Submission of Products for Review

Where should I send books or technology for review?

Books, hardware, and software CDs for review should be sent to:

Language Documentation & Conservation
Department of Linguistics, UHM
Moore Hall 569
1890 East-West Road
Honolulu, Hawaii 96822
USA

For free software that is available online, please send the download location (URL) to <ldc@hawaii.edu>.