

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. Before you submit your files, please note the following guidelines.

1. Please use a common format. We recommend WAV or MP3 for audio, and MPEG for video.
2. Please name the files to reflect the order they appear in the article.
3. Please clearly mark in the manuscript where each file should be inserted: e.g., [sound01.wav]. In the final manuscript, these markings will be replaced with appropriate icons linked to network locations.
4. Please submit the files as a single ZIP file if possible. The maximum attachment size for our e-mail account is 20MB. If your files exceed this limit, please send them in one of the following ways.

- (a) Use the filedrop service provided by the University of Hawai'i:
<http://www.hawaii.edu/filedrop/>,
 - (b) upload the files onto the web as a single ZIP file and let us know the download location (URL), or
 - (c) send a disk.
5. If there are many files (one hundred or more), we may ask the author(s) to assist in adding links to the PDF version.

How should a manuscript be formatted for initial submission?

Authors submitting manuscripts should follow the LD&C Style Sheet (<http://nflrc.hawaii.edu/ldc/ldcstyle2010.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) and the Unified Style Sheet for Linguistics. The LD&C Style Sheet is available in PDF format at <http://www.nflrc.hawaii.edu/ldc/ldcstyle2010.pdf>. The Unified Style Sheet for Linguistics is available at <http://celxj.org/>.

Who holds the copyrights for articles published in LD&C?

The copyrights for all articles published by LD&C are held by their respective authors.

How does LD&C's Creative Commons license work?

LD&C has joined an emerging group of scholarly publications that license their contents through Creative Commons. All works published by Language Documentation & Conservation are made available through either a Creative Commons Attribution Non-Commercial No Derivatives License (plain English description: <http://creativecommons.org/licenses/by-nc-nd/3.0/>; full legal text: <http://creativecommons.org/licenses/by-nc-nd/3.0/legalcode>) or through an Attribution Non-Commercial Share Alike License (plain English description: <http://creativecommons.org/licenses/by-nc-sa/3.0/>; full legal text: <http://creativecommons.org/licenses/by-nc-sa/3.0/legalcode>). These broad licenses enable the legal sharing and reuse of cultural, educational, and scientific works and have been adopted by a growing number of scientists and scholars. Applying one of these standard licenses to your work will provide strong legal protection both to you and those wishing to use your work and will thus ensure your right to make your work freely and openly available.

When submitting an article, authors are asked to indicate their agreement to abide by one of the above licenses. Please read about them before submitting your paper.

2. Book Reviews

Can anybody submit a book review?

LD&C publishes only solicited book reviews.

3. Technology Reviews

Can anybody submit a technology review?

LD&C publishes both solicited and unsolicited book reviews.

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.