

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/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:

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Department of Linguistics, UHM
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1890 East-West Road
Honolulu, Hawaii 96822
USA

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<ldc@hawaii.edu>.