Journal of the International Phonetic Association

Instructions for Contributors

1 Editorial policy

The Journal of the International Phonetic Association is concerned with all aspects of the theory, description, and use of phonetics and phonology. In addition, JIPA encourages submissions on experimental phonetics, phonetic data-based phonology, and the applications of phonetics to areas such as computer speech processing, language and phonetics teaching, and speech science. JIPA also welcomes thematic issues on topics within its remit; anyone interested in guest-editing a thematic issue is strongly encouraged to discuss their proposal with the Editor.

While seeking to advance new views of phonetics, JIPA also recognizes its special responsibilities with regard to the International Phonetic Association’s alphabet, the IPA. To this purpose, JIPA publishes discussions of IPA symbols and charts, and accounts of the phonetic structures of a wide variety of languages, illustrating the use of these symbols (known as ‘Illustrations of the IPA’). The Illustrations initially became part of the Handbook of the IPA, and are now available through Cambridge Core. In this way JIPA, the Handbook and the JIPA site on Cambridge Core are useful sources to which people may turn to find accounts of the sounds and phonetic structure of the world’s languages. Audio files accompanying the Illustrations are also available to IPA members and JIPA subscribers, though the IPA site and Cambridge Core JIPA.

In addition to the above, JIPA also publishes a good selection of reviews of books on phonetics and phonology.

All contributions to JIPA except book reviews are subject to peer review. Associate Editor’s recommendation and the Editor’s final decision as to publication. JIPA operates under a single-blind peer review policy (reviewers remain anonymous, unless they wish to sign their reviews, but authors’ names are known to the reviewers).

2 Submission and contact details

Except for book reviews, all manuscripts should be submitted to JIPA using its ScholarOne Manuscripts system at https://mc.manuscriptcentral.com/jipa.

Revised manuscripts and production files are also to be submitted through JIPA's ScholarOne Manuscripts system.

Inquiries may also be addressed to JIPA’s Editorial Assistant Jessica Hudson (jipa.editorial@gmail.com).

Books for review and manuscripts of book reviews should be sent to the Review Editor:

LINDA SHOCKEY, JIPA Review Editor
l.shockey@reading.ac.uk
University of Reading, UK

3 Copyright and Open Access

Submission of an article is taken to imply that it has not previously been published, and has not been submitted for publication elsewhere at the same time. Upon acceptance of a paper, the author(s) will be asked to assign copyright (on certain conditions) to the International Phonetic Association. Transfer of Copyright forms may be downloaded from the JIPA site here.

JIPA accepts Gold Open Access articles. A copyright form for Gold Open Access can be found here. You may also wish to visit the Open Access page for information on CUP’s open access policies, compliance with major funding bodies, and guidelines on depositing your manuscript in an institutional repository.

Contributors are responsible for obtaining permission to reproduce any material for which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript.

4 Proofs

First proofs of all the contributions will be sent electronically, as PDF files, to the corresponding author, who will be expected to correct them and send proof corrections electronically within three days of receipt.
5 Offprints/final-version PDF

Each corresponding author shall be sent by email a PDF file with the final version of his/her article or book review.

6 Accepted languages and preparation of manuscripts

There is no set limit to the length of contributions to JIPA, except for book reviews which should not exceed 2500 words.

The primary language of JIPA is English, though contributions in other languages of wide scholarly currency may be accepted. Contributions in English may use either British or American standard spelling and punctuation, provided this is done consistently.

Authors, particularly those whose first language is not English, may wish to have their English-language manuscripts checked by a native English speaker before submission. This is optional, but may help to ensure that the academic content of the paper is fully understood by the Editor, the Associate Editor dealing with the manuscript, and the reviewers. We list a number of third-party services specialising in language editing and/or translation that authors may contact. Please note that the use of any of these services is voluntary, and at the author’s own expense. Use of these services does not guarantee that the manuscript will be accepted for publication, nor does it restrict the author to submitting to a Cambridge-published journal.

7 Submission of manuscripts

7.1 Prior to refereeing Authors of submissions other than book reviews should initially submit their manuscripts as PDF files using ScholarOne (see section 2). For articles, the title and an abstract of up to 250 words summarising the content should be included, and any tables and figures should be in their intended position within the text; 1.5 spacing is preferred. The overall format must be reader-friendly for the editors and referees.

Manuscripts of Illustrations are submitted similarly, except that Illustrations have no abstract. For additional details on how to prepare Illustrations see the Instructions for Contributors of Illustrations.

7.2 After acceptance for publication Papers accepted for publication are also submitted through ScholarOne. For details on how your manuscript should be formatted after acceptance please see section 8.

7.3 IPA symbols and transcriptions

Phonetic transcriptions should make use of the symbols and conventions of the Association’s alphabet in its latest revision (available at https://www.internationalphoneticassociation.org/content/ipa-chart). In IPA transcriptions, throughout the entire manuscript and all other files, please use a Unicode-compliant IPA serif (i.e. Times-like) font set which includes a full range of IPA symbols (e.g. Doulos SIL – downloadable from here – Charis, and LaserIPA Unicode). Fonts that are not Unicode-compliant (e.g. IPAKiel) should not be used.

Use the special IPA font type even for ordinary letter-like IPA symbols in strings where at least one symbol is drawn from the special IPA font set, e.g. [kaet]. This applies to all the symbols, including accent marks and slants and square brackets if they enclose a transcription string. This is important because the way IPA text is set in the manuscript file affects the way in which such text turns out in print.

Please note that JIPA requires the phonetic symbol for the voiced velar plosive to be b (i.e. Opentail G = IPA110), not g (i.e. Looptail G = IPA210), and the length mark to be : (i.e. IPA503, not the ‘colon’ punctuation mark). This applies everywhere in the text, tables and figures.

8 Manuscript style after acceptance

After a manuscript been accepted for publication, authors must be prepared to submit it in accordance with the Instructions for Contributors of Research Articles. Most standard word-processing formats (for either PC or Mac) are supported, but please bear in mind that MS Word for PC is the most convenient once an article has been accepted for publication. Final submissions must also be sent in pdf format to ensure that all symbols are properly encoded. JIPA does not at present accept manuscripts in LaTeX.

The format and style requirements described below are to facilitate a smooth conversion of text from file(s) into print.
8.1 Pagination and organisation of the manuscript

Please insert page numbers in the top right corner of every page.
Number continuously throughout the title page, article’s main text, acknowledgements, appendix, references, and footnotes (presented in the manuscript as endnotes). The various components of the manuscript are to follow in the order just given.

There should be no automatic numbering of sections, examples, tables and figures, and no automatic cross-referencing to such objects; please use automatic numbering only for endnotes.

Please do not use running headers or include any additional information such as a date or word count.

The title page of an article should include the paper’s title, author’s name, affiliation and email address, and the abstract, all in this order, left-aligned, in Times New Roman 12 pt font. The title pages of book reviews and Illustrations are slightly different; for details see Instructions for Contributors of Illustrations and Instructions for Contributors of Reviews respectively.

8.2 Typographic conventions

Please use font type Times New Roman and font size 12 pt throughout the manuscript, including article’s title, section headings, tables and table and figure captions. For IPA symbols see Section 7.3. On the use of other typefaces and other special symbols, please refer to Section 8.17.

8.3 Spacing, margins and other settings

Please use 1.5 spacing throughout, with standard margins of at least 2.5 cm/1” on all four sides of all pages. If the paper includes displayed/numbered examples with word-for-word glosses, please set default tab stop at 0.3 cm at the top of the file and use it throughout to fix the alignment (in Word, the path to this setting is Paragraph > Tabs… > Default tab stops > 0.3 cm). Please do not use the space bar or the ruler to calibrate word-for-word alignment in examples or to calibrate any other vertical alignment or indents.

8.4 Section and subsection headings, and paragraphs

Section and subsection headings should not be auto-formatted. They should be numbered and typed on separate lines, in ‘Sentence capitalisation’ bold (for section and subsection headings) and in ‘Sentence capitalisation’–no bold (for sub-subsection headings), all in 12 pt font size, Times New Roman font. There is no full-stop after section and subsection numbers.

Except for the first paragraph of a new section or subsection, the first line of every new paragraph should be indented. Please do NOT mark paragraph breaks by extra line spacing.

8.5 Stylistics and spelling

Contributors should be sensitive to the social implications of language choice and seek wording free of discriminatory overtones in matters such as race and gender. Either British English or US English spelling conventions should be followed consistently. However, in publication titles and other direct quotations, the spelling should be exactly as in the original.

8.6 Abbreviations and example glosses

Writing should be non-elliptical. Abbreviations of rule and principle names, languages, authors’ names, etc. are to be kept to a minimum and clearly introduced at first occurrence if an abbreviation is indeed needed, in line with general convention.

Use f0 for ‘fundamental frequency’; F1, F2, F3 for ‘formant’.

Linguistic glossing abbreviations should follow the Leipzig Glossing Rules (http://www.eva.mpg.de/lingua/resources/glossing-rules.php). The key to abbreviations should normally be presented in an appendix, where the reliance on the Leipzig Glossing Rules should also be acknowledged (if relevant); see section 8.10. The list of abbreviations should be alphabetised, with digits at the start; font type should be consistent with the font type in which the abbreviation is used in the text/example glosses (usually full capitals and small capitals), e.g.:

1, 2, 3 = first, second, third person; ACC = accusative; NT = nasal−stop (sequence)

If just a few example glosses are used in only one or two places, they can be explained at the point of occurrence. If they are used only in the ‘Transcription’ section of an Illustration, they can be listed at the start or the end of that section.

Abbreviations in tables should be avoided. Abbreviations in tables (if present) and figures should be glossed at each table and figure even if they are properly spelled out in the text.
8.7 Quotations Quotations of under 25 words should be included in SINGLE quotation marks in the running text. Any punctuation follows the closing quotation mark. Longer quotations should be set out as a separate paragraph (or paragraphs), indented at the left margin throughout, without quotation marks and with no extra indent at the first line. A full source (author–year–page or chapter/section number) must be given for all the quotations.

8.8 Short references in text/footnotes/captions As is shown below, variants of the author–year–page format are used for citations depending on the context. With more than one work in a list, works are ordered chronologically, not alphabetically, unless two or more works by different authors have the same year of publication.

and elsewhere (see Seuren 1985: 295–313; Browning 1996: 238 fn. 2)
distinguish certain words from others ‘without having any meaning of its own’ (Hockett 1958: 575).
as argued in Harris (published online 5 December 2012).

Other features:
(i) when citing works by three co-authors, list all three surnames at first occurrence, e.g. Lehiste, Olive & Streeter (1976), and use ‘et al.’ in subsequent citations, e.g. Lehiste et al. (1976);
(ii) when citing works by more than three authors, always use ‘et al.’ after the first author’s surname, e.g. Kortmann et al. (2004), not Kortmann, Schneider, Burridge, Mesthrie & Upton (2004).

8.9 Acknowledgements An unnumbered section labelled ‘Acknowledgements’ (in bold) immediately follows the main text of the paper.

8.10 Appendix and supplementary materials online Material not included in the main body of the paper may be included in an appendix. The unnumbered section should be labelled ‘Appendix’ (in bold) and an appendix should have a brief title, set in the form of a sub-subsection heading (i.e. normal text, no bold).

Appendices and Supplementary Materials should be mentioned in the main body of the text at least once, to alert the reader to their existence.

Appendix examples, tables and figures are numbered separately from the main-text sequences, e.g. examples (A1), (A2), etc.; Table/Figure A1, A2, etc. If two or more appendices are present, they should be labelled Appendix A, Appendix B, etc., each with its own brief title and example/table/figure numbering sequence.

On submitting sound files, please see the Instructions for Illustrations document.

8.11 Footnotes A list headed ‘Footnotes’ should start on a fresh page, immediately after References. All material which is to appear as footnotes in print should be gathered as endnotes; they should be double-spaced and automatically numbered consecutively, starting at number 1. As far as possible, the number and length of footnotes should be kept to a minimum. Footnote markers in the text follow any punctuation, including the closing quotation mark. Any displayed examples in footnotes are numbered with small Roman numerals in parentheses, i.e. (i), (ii), (iii), etc., starting at (i) in each new footnote.

8.12 Displayed examples Examples which are displayed, i.e. set separately from the running text, may be numbered with Arabic numerals enclosed in parentheses, e.g. (1), starting at the left margin (i.e. no indent). If several examples are cited together as a group, use a numeral enclosed in parentheses for the whole group and a lower-case letter of the alphabet followed by a full stop for each sub-example. The sub-example letters and the first words of all examples should be vertically aligned by the use of small tabs (see Section 8.3 above on how to set small tabs). Please do not use automatic example numbering and automatic example cross-referencing function.

In running text, examples should be referred to as (4a), (5b, c), (49a–c, e), (6b–e), (7–9) (not as (4)a, (5b–c), (6)b–e, (7–9)). Please note the use of a ‘long hyphen’ (en-dash) between numbers and letters, marking a span.

Example-number mentions in the text should be stylistically integrated with the rest of the text; thus
while postvocalic consonants can be transposed, as in (6a, b), prevocalic consonants cannot be altered, as seen in (6d). is preferred to
while postvocalic consonants can be transposed (6a, b), prevocalic consonants cannot be altered, (6d).

Displayed examples should be presented soon after they are first mentioned in the text rather than at the end of a paragraph. After an example has been introduced and displayed, detailed description and discussion then follows in the same paragraph. This is generally regarded reader-friendly and aids clarity of exposition.

Please do not routinely indent the first text line immediately after a displayed example because a new paragraph may not be appropriate at each such point from the point of view of the logical organisation of the text.

8.13 Examples from languages other than Modern English Sentences, phrases and words from languages other than Modern English which are set out as displayed examples are normally followed by a line of word-for-word (or morpheme-for-morpheme) gloss and a line of literary/idiomatic English translation (see Leipzig Glossing Rules at http://www.eva.mpg.de/lingua/resources/glossing-rules.php). The gloss is obligatory and translation may be omitted if the meaning is clear from the gloss. Glosses are fully aligned with the appropriate words or morphemes of the original, using small tabs (again, see Section 9.3 above on how to set small tabs). Proper names are glossed as in the original, and remain not translated in the example’s translation line; see examples below.

(3) a. /ə-lá-iš-á/ → [âlê-â] (Bemba)
3SG-HAB-steal-FV ‘s/he steals’

3SG-FUT-steal-FV ‘s/he will come’

kanị ọ wa-efe, onye ije e we ụkwa (Ika Igbo)
kání ọ wē/fē ópē ẹdē ē wē ụkâ
CONJ 3SG PROG-blow person travel PROG take cloth
‘but the more he blew, the more the traveller used the cloth’

If a paper includes examples from a variety of languages, the name of the language should be indicated at the end of each example, in parentheses. Grammatical category annotations are in small capitals, and the gloss starts with a lower-case letter (unless the first glossed word is a proper name).

Forms in a language not written with the Latin alphabet must be transliterated or transcribed, in line with general conventions.

Language forms cited in running text should be in italics. Non-italicised, phonetic representations should be included in square brackets […], and phonemic representation between slant lines /…/; please always ensure that the brackets and the slants are used correctly as this is important for clarity. English glosses should be added directly after a cited non-English form between single quotes, e.g. adquirir [aŋdik’iri] ‘acquire’. Reconstructed and non-occurring (ungrammatical) forms should be preceded by an asterisk *. The grammatical category gloss, if present, is given in small capitals in parentheses and within the quotes, e.g. moja matka ‘my mother (NOM, 3SG, FEM)’. The English gloss may sometimes be omitted after the first mention to avoid excessive repetition and redundancy, but please bear in mind that many of the readers are likely to be quite unfamiliar with the language being cited and so will most likely be grateful for some repetition and redundancy.

8.14 References A list headed ‘References’ (in bold) follows the main text, acknowledgements and appendix (if there is one), and precedes endnotes. Examples of major types of publications are provided below; for additional information, please consult a recent issue of the journal.


prosody. Cambridge: Cambridge University Press.


Work which is under review, in revision or otherwise unpublished must be cited by the current date (year), as an unpublished manuscript rather than as ‘under review’, ‘in revision’, or ‘in preparation’. Work which is accepted for publication should be cited as ‘in press’, ‘to appear’ or ‘forthcoming’ and all available details of the publication should be included in the entry.

### 8.15 Tables and figures

For refereeing purposes, such objects are included in their intended position. When an accepted paper is submitted for publication, tables and figures must be submitted separately, as described below.

#### 8.15.1 Tables

Tables are single-spaced. Only horizontal lines are normally used in tables. Both horizontal and vertical lines are acceptable in intricate tables.

Tables are numbered and have a caption at the top in 12 pt font size.

In the final submission, all tables are set in a SINGLE, separate file, single-spaced, with the caption just above each table. The file is named something like ‘Smith_Tables1-5’ (Word or equivalent and corresponding PDF file). In the main-text file, close to where a given table is intended to appear in the printed version of the paper, there should be a line of text `<Insert Table N about here>`. This table placement marker should be left-aligned (i.e. not centred) and positioned between complete paragraphs (i.e. not within a paragraph). Each table should be explicitly mentioned in the text (e.g. ‘as seen in Table 1’) at least once, close to its intended location.

By convention, any explanation of the notation and abbreviations used in a table, and any footnotes pertaining to the contents of the table are presented immediately below the table, in smaller font size (10 pt). Table’s footnotes are usually marked with superscripted a, b, c, etc., tagged manually rather than electronically, always starting at ‘a’ in each table.

#### 8.15.2 Figures

Each figure is set in a separate file, named something like ‘Smith_Figure1’. Figures should be in Word or equivalent format and corresponding PDF file; TIF, EPS and JGP file formats are also acceptable, in addition to PDF. Near to where a given figure is intended to appear in the printed version of the paper, please position a left-aligned line of text between two paragraphs `<Insert Figure 1 about here>`. Figure files should not include page numbers, figure numbers or captions. The identity of the figure should be clear from the file’s name (e.g. ‘Smith_Figure1’). Figure captions will be listed in a separate file, named ‘Smith_Captions’. If a figure consists of a number of panels, all panels should be fitted on a single page and submitted in a single file. The panels may have to be labelled (a), (b), (c), etc. For further advice on figure files, please refer to the artwork guide.

Charges apply for all colour figures if they are to appear in colour in the printed version of the journal. At the time of submission, contributors should clearly state whether their figures should appear in colour in the online version only, or whether they should appear in colour online and in the print version. There is no charge for including colour figures in the online version of *JIPA* but it must be clear that colour is needed to enhance the meaning of the figure, rather than simply being there for aesthetic purposes. If you request colour figures in the printed version, you will be contacted by an agency on behalf of CUP to collect Author Charges. Please follow their instructions in order to avoid any delay in the publication of your article.

#### 8.16 Alpha-numeric data and results

These should be presented in a consistent format throughout the paper. In particular, authors should be consistent in the use of italics for the expressions *p, r, t, F1, F2*, etc.; in the use of spaces immediately before and after the signs =, > and <, and elsewhere; and in the use of punctuation (commas, colons, semi-colons, and parentheses) marking sets and subsets of alpha-numeric information. Where necessary, use parentheses within parentheses (rather than brackets within parentheses). Avoid zero in front of the decimal if the number cannot be greater than 1.00, e.g. probability and correlation, *p*-values and *r*-values should not include pre-decimal zeros (e.g. *p* < .001, *NOT* *p* < 0.001). In numbers with decimals, please use the decimal point rather than decimal comma (e.g. 90.6 ms, *NOT* 90,6 ms). Please consult the relevant feature in published *JIPA* papers if in doubt.
8.17 More typographic conventions
Table-specific and figure-specific footnotes and other annotations are set in font size 10 pt.

8.17.1 Special typefaces

SMALL CAPITALS
(i) important technical terms when first introduced
(ii) emphasis in the main body of the text and footnotes (not italic or bold)
(iii) the names of grammatical categories in the glosses of displayed examples and in-text examples
(iv) column headings in displayed examples

Italics
(i) language objects in running text
(ii) foreign words and expressions
(iii) titles of books, journals, conference proceedings and Ph.D. dissertations
(iv) headings in numbered examples

Bold
(i) section and subsection headings
(ii) emphasis in numbered examples (the example only, not the corresponding gloss)
(iii) the first part of table and figure captions

‘Single quotation marks’
(i) meanings of words, phrases and sentences
(ii) quotations in running text, direct speech
(iii) terms used in a semi-technical sense or terms whose validity is questioned

“Double quotation marks” – quotations within quotations only.

8.17.2 Special typographic symbols

Ampersand (&) is used instead of the word ‘and’ before the second/last surname of a co-author or co-editor in references as well as in the main text.

A ‘long hyphen’/en-dash (—) is used

(i) to mark a ‘dash’ – it is then preceded and followed by a space
(ii) in number spans, such as in page numbers, example numbers, etc. (e.g. 123–154, (5)–(7), (5a–c))
(iii) to mark a relation or a sequence, e.g. ‘phonetics–phonology interface’, ‘consonant–vowel sequence’
(iv) to mark the ‘minus’ sign, unless the special ‘minus’ sign from a Math font set is used; do not use the hyphen to mark negative numbers – in text, tables and especially figures

9 Illustrations of IPA

Illustrations of the IPA are accounts of the phonetic structure of different languages accompanied by recordings. Both the descriptions and the recordings are widely used by researchers, instructors and students seeking information on a wide range of languages. The IPA would like to make Illustrations as accurate and useful as possible. Illustrations of the IPA should include all the relevant features of the style and file format described in these Instructions for Contributors but with some exceptions; for more details on the preparation of Illustrations please see the Instructions for Contributors of Illustrations. Please consult the present document, the Instructions for Contributors of Illustrations and recent Illustrations published in JIPA (in print or online) to pick up the nature of the form and content of this unique type of contribution.

10 Book reviews: Special features

Book reviews (of no more than 2500 words) should include all the relevant features of the style and file format described above with the exceptions noted in the Instructions for Contributors of Reviews.

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