Illustrations of the IPA are accounts of the phonetic structure of different languages accompanied by recordings. Both the descriptions and the recordings are extensively used by researchers, instructors and students seeking information on a wide range of languages. The IPA would like to make them as accurate and useful as possible. The following guidelines aim to help with this goal.

Please note that illustrations of the IPA should include all the relevant features of the style and file format described in the Instructions for Contributors of Research Articles with the exceptions noted here. Please consult this document, the Instructions for Contributors of Research Articles 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.

Illustration manuscripts should be submitted to JIPA using ScholarOne Manuscripts site at https://mc.manuscriptcentral.com/jipa. JIPA operates under a single-blind review policy (reviewers remain anonymous, unless they wish to sign their reviews, but authors’ names are known to the reviewers). Initially, submissions should be in a form that can be conveniently read by the Editor, the Associate Editor dealing with the manuscript, and the reviewers. Tables and figures should be included in the same document as the text. Recordings of all word lists, examples in the text and continuous passages should be uploaded as .wav files, zipped into one folder (for details see section 1.5). Manuscripts should be organised as discussed below.

1.1 Title page The title page should have the format shown below. The information for Author 1 should be followed by the names, affiliations and email addresses of any additional authors (using the same format as for Author 1)

ILLUSTRATION OF IPA

Title [usually the name of the language under study]

Author 1’s Name in Full
Affiliation
Email address

1.2 Section headings There are usually just two levels of section in Illustrations: sections and subsections (i.e. no sub-subsections). The headings are not numbered and are distinguished typographically only: section headings are set in bold, while subsection headings are not bolded.

1.3 Organisation of the manuscript There is no set form for contributions to the series ‘Illustrations of the IPA’. Every language has its own peculiarities, and it is impossible to do more than suggest guidelines so that some uniformity is maintained. Although submissions to this section of JIPA can be relatively brief, fully-fledged articles on the sound system of the language described, providing additional detail (including supporting evidence from acoustics, articulatory or perceptual analysis of materials) are strongly encouraged.

Illustrations have usually five sections: (1) Introduction (with no section heading), (2) Consonants, (3) Vowels, (4) Prosody (or similar), and (5) Illustrative passage in transcription. Further sections may be added, as appropriate, particularly if acoustic, articulatory or perceptual analysis of materials is undertaken.

The introduction should, at a minimum, say where the language is spoken and what kind of language it is, and provide demographic details about the recorded speaker(s). Providing a (creative commons license) map of the area where the language is primarily spoken is strongly encouraged. The first two sections include, respectively, a consonant table and a vowel diagram for the language under analysis followed by lists of relevant examples (see also below). The final section includes appropriate passages in the orthographic and phonemic forms; a narrow phonetic transcription can also be added but is not necessary.
The consonant chart should be at the head of this section and should give a set of IPA symbols for the consonantal phonological contrasts, arranged as on the official IPA chart but using only such columns and rows as are needed. The headings for columns should be chosen from the following in the order shown (and with this use of capitals). If secondary articulations are listed in the table, they should follow the column with no secondary articulation, as exemplified by ‘(Labialized velar)’ in this list.

Bilabial
Labiodental
Dental
Alveolar
Postalveolar
Retroflex
Palatal
Velar
(Labialized velar)
Uvular
Pharyngeal
Glottal

The rows, in an order suggested by their order in the IPA chart, should be chosen from the following. Note that ‘Stop’, a generic term, is not used, and the row titles are given in the singular.

Plosive
Affricate
Ejective
Ejective affricate
Ejective lateral
Implosive
Click
Nasal
Trill
Tap or Flap
Fricative
Lateral fricative
Approximant
Lateral approximant

The consonant chart should be followed by a table of words illustrating the consonants. These words should form as minimal a set as possible; at the very least, each consonant should be followed by the same vowel. Each word should be given in IPA transcription and the local orthography (if any), and should be followed by an English gloss. The table should be followed by a more precise account of the consonants, using diacritics where necessary, and noting significant allophones. Additional acoustic, articulatory or perceptual evidence documenting and illustrating this description is strongly encouraged. Authors are also welcome to follow a less traditional phonological format if they wish, but they should provide a traditional segmental description in addition to their own formal description.

Vowel symbols should be placed on a conventional IPA vowel chart, 4 units across the top, 3 down the (right) side, and 2 across the bottom. Vowels should be illustrated by near minimal sets of contrasts in the same way as consonants. The vowel chart should be followed by a discussion of the precise phonetic qualities of the vowels, and their principal allophones. Authors are strongly encouraged (though not required) to include formant charts showing the mean values of the frequencies of the first and second formants of a number of speakers (or of one speaker if more speakers were not recorded). If a formant chart is provided it should, for preference, use a bark scale, and have the origin at the top right, and the F1 scale double the expansion of the F2 scale.

Prosodic characteristics should be presented in the way that is most appropriate for the language. If there are lexical tones, they should be illustrated by minimal sets arranged in a table, in the same way as the tables illustrating vowels and consonants. By preference, IPA symbols for tone should be used; if a different set of conventions is widely adopted in the literature on the language being described, the phonetic value of the symbols used should be explained in the text. Contrasting stress or pitch accents should be similarly illustrated. Prosodic features at the phrasal level should also be discussed if at all possible.
A transcription of a short text should be included, preferably a translation of the fable of the North Wind and the Sun as reproduced in 1.6 below. This passage is clearly inappropriate for some cultures, and may be replaced in whole or in part to make it more suitable for the particular linguistic variety. There is, however, some value in having the same piece for as many languages as possible, and changes should not be made unnecessarily. The transcription should use only the symbols listed in the preceding sections. It should be preceded by any necessary interpretive comments accounting for notable allophones or assimilations, and followed by an orthographic version. A literal, phrase by phrase, translation may be included if appropriate. Authors, even if they are speakers of the language themselves, should bear in mind that it is advisable to make a recording of a representative speaker first, and then transcribe that recording, rather than asking a speaker to read a passage that has already been transcribed.

1.5 IPA symbols, fonts and transcriptions

Phonetic transcriptions should make use of the symbols and conventions of the Association’s alphabet in its latest revision (available from the IPA’s site). 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. [æt]. 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 g (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.

1.5 Recordings of data At the time of first submission via ScholarOne, Illustrations should be accompanied by high-quality recordings, preferably as WAV (.wav) files with at least a 22 kHz sampling rate (though it is recognised that this may not always be possible). Audio recordings of all words and narrative text in the target language occurring anywhere in the Illustration (not just the transcription section) should accompany the submission. Once an Illustration is accepted, the recordings will be published online as Supplementary Materials, alongside the online version of the Illustration.

With the exception of the narrative which should be sent as one .wav file, each example should be in a separate audio file (though multiple repetitions of the same example should be in the same file). The audio files should be organised into folders, labelled Consonants, Vowels etc. (one folder per section of the Illustration). Within each folder, the audio files should be named using a number indicating their order of appearance in the text of the Illustration, followed by the English gloss; e.g. 01-flower.wav; 30-small_round_object.wav.

Please note that the recordings must be provided via the ScholarOne upload facility, as they are processed by JIPA to ensure quality and completeness before an Illustration is sent to reviewers, and authors will be asked to provide supplementary material if recordings are missing. This is because the recordings are made available to the reviewers so that they can assess the accuracy of the transcriptions. Though JIPA can undertake the organisation and naming of Illustration audio files according to the guidelines above, doing so is likely to result in significant delay in the reviewing of an illustration.

1.6 English version of the usual passage for recording and transcription

The North Wind and the Sun

The North Wind and the Sun were disputing which was the stronger, when a traveler came along wrapped in a warm cloak. They agreed that the one who first succeeded in making the traveler take his cloak of should be considered stronger than the other. Then the North Wind blew as hard as he could, but the more he blew the more closely did the traveler fold his cloak around him; and at last the North Wind gave up the attempt. Then the Sun shone out warmly, and immediately the traveler took off his cloak. And so the North Wind was obliged to confess that the Sun was the stronger of the two.
1.7 After acceptance

After an Illustration has 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. Authors who intend to submit their final manuscript in LaTeX should first consult the Editor via email (a.arvaniti@kent.ac.uk).

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