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Please follow these guidelines when you first submit your article for consideration by the journal editors.

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Manuscript Style. The journal follows APA style. Please ensure you impose the latest edition of this style in the preparation of your final draft, if your paper is accepted. <https://apastyle.apa.org/>

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Plagiarism. The journal may decide to submit your article for anti-plagiarism screening.

Primary Research Data. If primary research data is to be included, research participants should have signed a consent form.

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After publication, further changes can only be made in the form of an Erratum, which will be hyperlinked to the article.

Text Format

Article length. Original Papers (articles) and Review Articles may vary in length, but submissions should not exceed 8000 words (inclusive of notes and bibliography). If your submission exceeds the word limit, please contact the Editors prior to submission. Please note that authors may only submit one article for consideration at any one time. In submitting an article for consideration, an author commits to not submit simultaneously to any other publication. While we encourage authors to submit high quality manuscripts whenever they have important research to divulge, we must make it clear that we will not publish two articles by the same author in the same year, or two articles by the same author consecutively.

Book Reviews. Please contact the book review editor (contact details are on the journal's homepage) before submitting a review to ensure that the book concerned has not already been assigned. Book reviews do not require abstracts but do require key words and other metadata (see below). Except for the title page, book reviews should be in the same format as articles. The title page should take the following form (example): *Queerly Phrased: Language, Gender and Sexuality*. Edited by Anna Livia and Kira Hall. Oxford: Oxford University Press, 1997. Reviewed by (Full name, University Department, University, Email).

Font and Style. All text should be single-spaced (including quotations and excerpts, notes, references, tables and figure captions); using Times or Times New Roman font in 12-point; employing italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables should be numbered consecutively and placed within the text at the appropriate points, rather than at the end.

Use the following fonts, where required, for special purposes:

- concordances and transcripts should be set in Courier - phonetics characters should be set in an IPA font (use SIL IPA93 or Doulos or Charis SIL) - special symbols should be set in a symbol font (use only one such font throughout, if possible)
- text in a language which uses a non-roman writing system (e.g. Mandarin, Arabic) may need a special language font

Use the automatic page numbering function to number the pages. Do not use field functions. Use tab stops or other commands for indents, not the space bar. Use the table function, not spreadsheets, to make tables.

The main text file should be in MS Word. We only send Word documents out to reviewers but you may also upload a corresponding PDF version if you want to indicate specific layout format – upload this as a supplementary file.

Note: please be aware of the size of your submission. Too large, and it will be rejected. If the file size exceeds 20MB, illustrations and figures (but not tables which can be included within the main text of your article) should be removed from the main text and uploaded as supplementary files at stage 2, step 3 (see 'upload submission' below). Ensure you show the placement of these files in the main text by inserting [FIGURE 1 NEAR HERE].

Each figure or photograph can either be uploaded as a separate supplementary file or as one zipped file, depending on file size. Supplementary files should also be used if you wish to bring to the attention of the Editors any particular features which would be required at the layout stage or to clarify font usage. Other appropriate material to upload as supplementary files are: (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to the reader, or (d) audio/video material. If supplying any supplementary material, the text must make specific mention of the material as a citation, similar to that of figures and tables.

Spelling & Punctuation Conventions. British spelling and punctuation conventions are used. Avoid hyphens in e.g. 'sociolinguistics', 'multicultural', 'overrepresentation', etc. Use double hyphens to indicate page ranges, e.g. 12--47. All such double hyphens will be replaced with en dashes in production (e.g. 127–47). In the default British style, unspaced em dashes are avoided and replaced with spaced en dashes. Use single quotation marks, except where material is quoted within quotes where double quotation marks should be used. Abbreviations (e.g. 'ed.', 'Prof.') and shortened forms (e.g. 'Eds.', 'Dr.') normally end with a full stop.

Footnotes. There are no footnotes in Equinox linguistics journals.

Stages of submission

Stage 1: Start

Section selection and confirmation of Submission Requirements including copyright.

Stage 2: Upload Submission (3 steps)

Step 1-Upload File-Main text: Select 'Article Text' from the Article Component dropdown menu then click Continue.

Step 2-Review Details: Check the correct file has been uploaded then click Continue.

Step 3-Confirm: Supplementary files should be uploaded here then click Complete and then click 'Save and continue'.

Stage 3: Enter Metadata

You will be prompted to supply various types of information known as metadata. This includes a 150 word abstract and three to five key words, as well as other metadata including, among other things, appropriate Library of Congress Codes (a link is provided to the LCC website).

At the 'List of Contributors' section, add any co-author details here (if not already included) and fill in the contributor details for all authors including contact details (email and affiliation) and a 50 word biographical statement (include recent publications). Click Save and continue at the bottom of the page.

Metadata is important as it facilitates the indexing of your article once it is published, thus leading to more citations and greater readership. PLEASE ENSURE TEXT IS INSERTED AS PLAIN TEXT. Please note that the biographical information that you upload alongside your article is for the Editors' and Editorial Assistant's use only and is unavailable to the reviewers; they are only shown the title, abstract and keywords of an author's metadata. The primary affiliation for each author should be the institution where the majority of their work on the paper was done. If an author has subsequently

moved, the current address may additionally be stated. Addresses will not be updated or changed after publication of the article.

Stage 4: Confirmation

Your submission has been uploaded and is ready to be sent. You may go back to review and adjust any of the information you have entered before continuing. When you are ready, click Finish Submission.

Stage 5: Next Steps

You should see the following note.

Submission complete

Thank you for your interest in publishing with Lexicography: Journal of ASIALEX.

Other Important Information

Using Paragraph Styles. If your text requires special formatting (i.e. your article contains more than straightforward text paragraphs and headings), make sure that you use paragraph styles systematically. The general rule is that each distinctive kind of paragraph, e.g. headings, quotations, numbered examples and so on, should be allocated its own, named, paragraph style. Apply that style systematically to every instance of that kind of paragraph and do not use it anywhere else. It does not matter much how each style looks on the page – when the article is typeset, it will look different. What is important is that different kinds of paragraph are distinctively ‘tagged’ by means of their paragraph style.

The following material should be clearly identified by using distinct paragraph styles:

Headings. Use no more than three levels of heading below the article or chapter heading and use a different names style for each level of heading. Headings can be numbered if required. If numbering is used, do not put a full stop at the end of the number and use a TAB to separate the number from the rest of the line.

Quotations. Any quotation of over 40 words in length should be in a new paragraph, using a different paragraph style. The citation (or just the page number(s), if the author and date are used to introduce the quote) should follow the final punctuation mark of the indented quotation, with no full stop after the closing parenthesis: (Author, 1998, pp. 73–4).

List Styles. Linguistics articles often contain lists of various kinds, and sometimes lists within lists.

Please use the following guidance when numbering such lists.

- 1) use Arabic numbering for lists, roman numbers for lists within lists, and lowercase letters (where necessary) for lists within lists within lists.
- 2) Using brackets: i) You may use a closing bracket, if you wish, after the initial number. ii) Never use a full stop after the number. iii) Do not enclose numbers in both opening and closing brackets – reserve such bracketed numbers for numbered linguistic examples.
- 3) If you are using numbered headings, do not use Arabic numbers for lists. Use roman numbers, and then lowercase letters. Whatever scheme you use for number hierarchies, apply this systematically throughout the article.

Transcript or similar paragraphs will need distinctive treatment:

Displayed and numbered examples should use a different paragraph style for each distinctive type of line, as described below.

Displayed language examples should be numbered as follows: (1) Frank liked Joan (2) (a) Joan always liked Frank. (b) Joan never liked Frank

Precision Alignment. Where elements need to be precisely aligned on different lines, use one of the following techniques:

- set all lines in Courier and use spaces to achieve the desired alignment
- use the table function in MS Word and align cells as needed
- use a paragraph style in which a TAB is set every 3mm in the line, and use TABs to align material on each line

Where displayed examples form a major feature of your article, make sure that each line requiring a distinctive typographic treatment has its own named paragraph style. For instance, you might call the style used for the first line of a numbered example, 'Example1'; the style for a line beneath which needs to be set in a smaller point size (e.g. a gloss), could be called Example 2; and a third line which gives a translation, Example 3.

Abbreviations. Defined at first mention and used consistently thereafter.

Endnotes. Number your notes consecutively, starting with 1, and place note references outside punctuation.

Preparation of Artwork

All authors are expected to supply 'camera-ready' artwork with their manuscripts, when necessary. These notes explain what this means in practice, and gives guidance as to how to prepare the most common kinds of artwork needed in linguistic publications.

Supplying the right kind of artwork is critical to the timely production of an issue of a journal. Where problems arise in production, it can hold up the production of a title substantially – sometimes by many months – as the manuscript may need to be put to one side whilst problems are resolved, and another title fills its 'production slot'. Preparing the right kind of artwork is also often critical to the financial viability of a book or journal. It is very costly in studio time to draw up, or repair, even simple linguistic diagrams and since few graphic artists are linguistics specialists, there are often time consuming and expensive corrections to be made.

Please be aware that when you submit the final draft of your manuscript to the publisher, you are confirming that the artwork (photographs, line drawings, tables and data examples) are ready for publication. **Although you will be given an opportunity to check the proofs of your work, this is intended only to ensure that nothing untoward has occurred in the production process and advise of minor corrections. For the majority of artwork, no changes that affect the pagination will be possible at proof stage.**

There are two main kinds of digital artwork used in publications: vector and bitmap. This journal allows the use of colour in artwork. If you are supplying in greyscale, you must make sure that any tints used (e.g. in graphs or bar charts) are sufficiently distinct. Do not use tints below 20% or above 80%, and ensure that any tints used differ by at least 20%.

Do not embed any artwork in the World files containing the manuscript or supply artwork in Word format. Any such artwork will be lost in the conversion process. Each figure must be supplied as a separate file in PDF, ai (Illustrator), eps (Encapsulated Postscript), Tiff, or JPEG format. JPEG should be used only for photographs and should be compressed with a 'High Quality' setting. Each artwork file should be named according to its figure number. Where a piece of unnumbered artwork is needed, name the file using roman numerals (e.g. Figure v) and use this number when showing where the figure is to appear in the manuscript.

All photographs should be supplied at a resolution which will allow reproduction at 300 dpi at the final size. Do not use 'screen grabs' to create artwork, except for illustrations of what a screen looks like (e.g. in research on the use of computers in classrooms). The resolution of a screen shot is typically 72 dpi and is too low for normal reproduction in print.

Where possible, avoid bitmap format for figures containing text or lines. Where such a figure must be submitted in bitmap format (e.g. because it has been scanned from another work), it should be supplied at at least 600 dpi in TIFF format. Never use JPEG format for figures containing lines and/or

text. Never use drop shadow effects on artwork. Ensure the background to the artwork is white or transparent.

Do not enclose the artwork in a frame or a tinted box. Make sure any lines are at least 0.5 pt in width. The same rules apply to fonts in artwork as those relating to the manuscript. Where possible, use only standard fonts (e.g. Times, Arial, Helvetica, Courier). Use specialist fonts (e.g. Chinese, IPA) only where absolutely necessary. Where you supply any files in PDF format, make sure that all fonts are embedded.

Accessibility. In order to give people of all abilities and disabilities access to the content of your supplementary files, please make sure that

- The manuscript contains a descriptive caption for each supplementary material
- Video files do not contain anything that flashes more than three times per second (so that users prone to seizures caused by such effects are not put at risk)
- All figures have descriptive captions (blind users could then use a text-to-speech software or a text-to-Braille hardware)
- Patterns are used instead of or in addition to colours for conveying information (colourblind users would then be able to distinguish the visual elements)
- Any figure lettering has a contrast ratio of at least 4.5:1

Preparing Figures. All figures must be supplied separately from the manuscript, in an appropriate digital format. Each figure will be reproduced exactly as you have created it. We will scale down the artwork, if necessary, to fit the page dimensions. Artwork which is wider than the width of the text column in the printed page will, in most cases, be scaled to 114mm. This will reduce the size of any text in the artwork and you should take this into account when creating it.

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- Aspect ratio: 16:9 or 4:3
- Maximum file size: 25 GB
- Minimum video duration: 1 sec
- Supported file formats: avi, wmv, mp4, mov, m2p, mp2, mpg, mpeg, flv, mxf, mts, m4v, 3gp

Preparing Tables. Tables should be included in the manuscript at the point at which they are needed. A caption should be placed before each table. Do not use background tints in cells. Ensure that a table will fit into the final text width (around 114mm) without the font size falling below 9pt. Avoid vertical rules in tables. Minimal horizontal rules will be applied during production to bring tables into house style. Figures and Artworks Figures should not be embedded in MS Word files but supplied separately in digital form, a single supplement per file (see Step 4, above). The name of the file should reflect the figure number (e.g. Figure 3.1 would be found in a file named Fig 3.1). Artwork files should contain no captions or material other than the figure itself. In the Word file, you can simply instruct that 'Fig 3.1 should be inserted near here'.

Tables containing Artwork. If your article contains tables which contain artwork within cells, please include such tables in place in the manuscript (like any other table), but also supply a PDF separately (so that it can also be treated as artwork).

References

This journal uses APA Style for references. <https://apastyle.apa.org/instructional-aids/reference-guide.pdf>

Citation. Cite references in the text by name and year in parentheses. Some examples:

- Negotiation research spans many disciplines (Thompson 1990).
- This result was later contradicted by Becker and Seligman (1996).
- This effect has been widely studied (Abbott 1991; Barakat et al. 1995; Kelso and Smith 1998; Medvec et al. 1999).

Reference list. The list of references should only include works that are cited in the text and that have been published or accepted for publication. Personal communications and unpublished works should only be mentioned in the text. Do not use endnotes as a substitute for a reference list.

Reference list entries should be alphabetized by the last names of the first author of each work.

Journal article

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207–217. <https://doi.org/10.1037/ppm0000185>

- **Parenthetical citation:** (Grady et al., 2019)
- **Narrative citation:** Grady et al. (2019)

Book-authored

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

- *Parenthetical citations:* (Jackson, 2019; Sapolsky, 2017)
- *Narrative citations:* Jackson (2019) and Sapolsky (2017)

Book-edited

Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. Academic Press.

Torino, G. C., Rivera, D. P., Capodilupo, C. M., Nadal, K. L., & Sue, D. W. (Eds.). (2019). *Microaggression theory: Influence and implications*. John Wiley & Sons. <https://doi.org/10.1002/9781119466642>

- *Parenthetical citations:* (Kesharwani, 2020; Torino et al., 2019)
- *Narrative citations:* Kesharwani (2020) and Torino et al. (2019)

Book chapter-authored

Do not create references for chapters of authored books. Instead, write a reference for the whole [authored book](#) and cite the chapter in the text if desired.

- **Parenthetical citation of a chapter of an authored book:** (McEwen & Wills, 2014, Chapter 16, p. 363)
- **Narrative citation of a chapter of an authored book:** McEwen and Wills (2014, Chapter 16, p. 363)

Book chapter-edited

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and their development. In R. F. Subotnik, P. Olszewski-Kubilius, & F. C. Worrell (Eds.), *The psychology of high performance: Developing human potential into domain-specific talent* (pp. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

- *Parenthetical citations:* (Aron et al., 2019; Dillard, 2020)
- *Narrative citations:* Aron et al. (2019) and Dillard (2020)

Online documents

Please view this link. <https://apastyle.apa.org/style-grammar-guidelines/references/examples/#online-media>

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