SCL PUBLICATIONS

According to Article 17 of the Constitution of the Society for Caribbean Linguistics, the Programme Committee may be charged with responsibilities for publications, scholarly aspects of the Society's meetings, or other academic matters. (This does not include responsibility for business publications such as information brochures, membership forms, or other official Society materials, which are the responsibility of the Secretary-Treasurer, the President, and the Executive Board.)

I. SCL PUBLICATIONS POLICIES

The SCL as an organisation is concerned with Caribbean languages and language varieties of all origins and eras. These include Amerindian languages from the Caribbean region, languages of the colonial era, including African, Asian and European languages, and Caribbean creole languages.   Publications may address any aspect of language, including morphology, syntax, lexicon, phonology, sociolinguistics, history, pragmatics, education, orthography, and literary usage. Works may be descriptive or analytic in focus, theoretical or applied. Although the primary language of publication is English, other languages will be considered.

The SCL has published conference proceedings and professional memoirs, and can also publish anthologies, festschrifts, and similar works. The SCL also publishes two series of Papers: the *Occasional Papers* are more oriented to academic, technical and scholarly purposes and also make the scholarly productions of our members accessible to the wider community of linguists; the *Popular Papers* are oriented to readers with a non-specialist interest in Caribbean language.

II. SCL PUBLICATIONS COMMITTEE

A. Duties of the Publications Committee

> 1. Manage the publications of the Society under policies determined by the Executive Committee. The current goals are to publish a minimum of two Occasional Papers and one Popular Paper per year. Conference proceedings, festschrifts and other volumes may also be considered for publication.
>
> 2. Act as editors and reviewers of publications. Guest editors and reviewers may be appointed by this committee for specific publications.
>
> 3. Submit a budget and financial report annually to the Secretary-Treasurer through the President. The initial budget and any substantive changes must be approved by the Publications Committee and the Executive Committee.

B. Committee Members & Responsibilities

> 1. The Publications Officer. Duties include:
> - managing the editorial process, receiving mss. from the Secretary-Treasurer, assigning reviewers; communicating with the Secretary-Treasurer, the Committee members and authors
> - making final decisions on the disposition of submissions;
> - preparing and maintaining a two-year schedule of publications between biennial meetings
> - ensuring timely and fair reviewing procedures
> - sending reviewers' reports, with a cover letter comprising a summary of the reviewers' comments and giving a publishing decision to the author(s) (i.e. accept with minor revisions; accept with major revisions and re-review; do not accept)
> - ensuring that the final ms. is sent on time to the Secretary-Treasurer for printing

2. <u>Copy Editor</u>. Duties include:
*   being responsible for final proof-reading
*   ensuring accurate referencing and adherence to SCL Publications Guidelines for style
*   filling in publishing details such as existing ISSNs number for Papers, and existing ISBNs for books

3. <u>Editorial Review Board Members</u> (minimum 3, no maximum). Duties include:
*   reviewing a minimum of two manuscripts per year (more to be agreed on)
*   suggested reviewers for specific needs
*   acting as guest editor for a specific volume (optional)

<u>C. Appointment of Publications Committee Personnel</u>
*   The Publications Officer will be elected at the biennial meeting along with other officers. If for some reason the Publications Officer is unable to continue, the President, with approval of the Executive Board, may appoint an Acting Publications Officer until the next meeting.

*   The Publications Officer is responsible for recruiting Committee members, including the Copy Editor and at least three member/reviewers. These members will be appointed and serve at the discretion of the Publications Officer.

III. GENERAL PUBLICATION POLICIES
*   All copyright inheres in the author(s).

*   Posting of Occasional or Popular Papers on-line must be authorized by the author(s).

*   The SCL will not review papers which are currently under consideration by other journals or publications.

*   The SCL will not normally review papers which have been previously published elsewhere.

*   Papers should generally be no more than 8,000 words in length (excluding tables, figures and references).

*   The SCL is not in a position to pay authors, editors or reviewers.

*   Authors have the right to *request* that their submissions not be reviewed by specific persons.

IV. GENERAL STYLE GUIDELINES
*   English spelling should normally be "CARICOM" and should be consistent throughout the text.

*   Footnotes should be avoided in favour of endnotes, numbered consecutively in the text and grouped together at the end of the article.

*   Tables and figures should be numbered in arabic numerals (Table 1, Table 2... Figure 1, Figure 2...) and submitted each on a separate page in PDF format, with an appropriate title. Indicate their approximate position in the body of the text.

*   References should be set out in alphabetical order of the (first) author's name in a list at the end of the article.   (See Appendix A for examples of reference format.)

V. GENERAL SUBMISSION GUIDELINES

- By preference, all submissions should be sent to the Secretary-Treasurer for forwarding to the Publications Officer. Submissions should be made electronically, by email attachment, in Word format. Graphics, tables, figures, etc. should be sent in PDF format in separate files.

- For phonetic fonts, contributors are encouraged to use either the SIL Doulos IPA font (downloadable from htt;://www.sil.org) or the Lucida Sans Unicode font (available on most systems). If the file includes any special fonts or formats, please check with the Publications Officer regarding the best way to handle this *prior* to submission.

- If not available electronically, four clearly legible copies of the article must be submitted. Articles should be typed, double-spaced, with ample left- and right-hand margins, on one side of the paper only, with every page numbered consecutively. Normally, such submissions will not be returned to the author.

- In all cases, TWO title pages should be submitted.

  - a "full title page" giving the complete title of the paper, the author's/authors' names and full addresses, including email, indication of the main contact author, a short version of the title (maximum 45 characters) for the paper's running title, and the total number of words in the paper (excluding graphics, tables, references), and a biographical statement of not more than 50 words.

  - a "blank cover page" giving only the complete title of the paper, and the total number of words. This is to be sent to the reviewers.

- Authors should realize that although our policy is two-way anonymous review, it may be possible for reviewers to recognize the author from having heard the submission as a conference presentation, etc. Authors may wish to take precautions to avoid textual references which would identify themselves to the referees. In such cases, the authors of accepted papers will have the opportunity to include any such omitted material before the paper is published. Any reviewer may decline to review a particular ms.

- An abstract in English must be included. This should not exceed 200 words, and should not contain any references. If desired, the author may provide abstracts in additional language(s).

- The author of an article accepted for publication will normally receive page proofs electronically for correction. Note that this stage must not be used as an opportunity to "revise" the paper, as extensive changes are costly and cause delays.

- There are no page charges for authors. Each author will receive 10 copies of the Occasional or Popular Paper, free of charge, or 3 copies of a book.

4 August 2004