Text & Talk
Instructions for Authors

1. Submitting an article

Manuscripts should be submitted online to:
https://mc.manuscriptcentral.com/text

You will be required to enter an abstract of maximum **200 words and 6-8 keywords** as part of the submission process.

A Full-Length Research Article should normally be between **6,000 and 8,000 words** when submitted. Authors should report the total word count (including references, tables, footnotes, and appendices, but excluding supplementary material) at the end of the manuscript. You are required to stay within the word limit (**8000 words all inclusive**). Exceptions to the word limit can be made when presenting non-English data (you are advised to include original data extracts in an appendix).

Articles must be in **English**. Authors whose native language is not English are asked to have their articles carefully checked by a native speaker.

2. Submission

You will be required to submit the following 3 documents:

Title Page (see sample at the end of the document)
The Title Page should include the name(s) of the author(s), the main author's full institutional address and contact email, full title of the article, short title of the article (for running head), word count and character count.

Author Bionote(s) (see sample at the end of the document)
The Bionote(s) should be approximately 75 words per author and should include postal address for correspondence and contact email for all authors.

Main Document
Your submitted manuscript should include an abstract (200 words maximum), keywords (between 6 and 8), the main body of the text and the list of references. Make sure that the document is fully anonymised.

3. Formatting and style

Your manuscript needs to be submitted as a **Word document**. *Text & Talk* does require that authors conform to Text & Talk's house style when submitting manuscripts for review.

Please, find the **De Gruyter MOUTON Style Sheet <u>here</u>.**

Additionally, please observe the following conventions:

- The abstract and manuscript must be **anonymous**. Please do not include your name or any identifying information in the text body, or footnotes of the manuscript, or in the filename.
- Place figures and tables within the text and not at the end or in a separate file during the review stage.
- Footnotes are required, endnotes are not allowed.
- Use in-text citations
- The Reference list must be included in the manuscript.
- Use 12-point Times New Roman font, double spacing, and include page numbers

4. Peer review

The journal operates a double-blind peer review that usually takes 3-4 months. Submissions are assessed by 3 reviewers.

5. Permissions

Copies of any letters granting permission to reproduce illustrations or tables from other sources, or lengthy quoted passages, must be included with the manuscript. It is the responsibility of the author to obtain all permissions to reproduce images from other sources.

6. Revised/Final submissions

Once the **revised manuscript** is prepared, you can upload it and submit it through your [Author Center](#).

When submitting a revised manuscript, you will be required to include the following documents:

- **Title Page**
- **Author Bionote(s)**
- **Main Document**
- **A cover letter detailing authors' response to the reviewers' comments**: please upload **ONE document** including a point-by-point reply to all reviewers' comments and/or rebuttal against each point that is being raised
- **Clean Word version of the revised manuscript** (without the Track Changes option selected and without highlighting of text)

- When uploading the revised version of your manuscript, please make sure that you attach a **clean WORD version of the revised manuscript** (without any tracked comments and highlighting) and your **cover letter detailing authors' response to the reviewers' comments**.

Once accepted for publication, the authors will be required to submit the final version electronically and conform to the journal style sheet: please see the **De Gruyter Mouton journal style sheet.**

When uploading the **final version**, update all **anonymised** references in the text and include the authors' names and affiliations on the first page of the manuscript. Please, also upload all Figures as a separate file in ScholarOne (individually or as a .zip file) with a minimum resolution of 300 dpi, if possible.

If you are using line numbers in the transcript, make sure the total number of characters including spaces does not exceed 60 because of the format design of T&T. Then check for cross-references in the text.

Upon formal acceptance of a manuscript, authors will receive PDF page proofs for correction which must be returned by dates given in the publication schedule.

As per De Gruyter policy, **no author list changes are permitted after acceptance** of an article. The De Gruyter production team is instructed to enforce this policy during the production/proofing process.

Sample Title Page

Authors: Author 1, Author 2, Author 3, and Author 4

Main author: full name
Main author's affiliation: university, country
Institutional address: department, university, street, number, postal/zip code, city, country
Email: email

Full title of article:
Short title of the Article (for running head):
Word count (all inclusive):
Character count (with spaces):

Sample Bionote

NAME received his/her PhD in AREA from UNIVERSITY and is currently TITLE at UNIVERSITY. His/Her research interests include RESEARCH INTERESTS. His/Her most recent book-length publication is TITLE (YEAR, PUBLISHER). Address for correspondence: DEPARTMENT, UNIVERSITY, STREET, NUMBER, POSTAL/ZIP CODE, CITY, COUNTRY. Email: xxxxx@xxxxx.xx