



LACUS Forum 50 Manuscript Guidelines (2024) from Managing Editors

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Abstract: Please include an abstract of maximum 150 words. Authors should make every attempt to adhere to the guidelines stated here *as well as* the [Generic Style Guide](#) for formatting their paper.

Keywords: Include a maximum of 5 keywords separated by commas. For example: LACUS, Linguistic Association of Canada and the United States, author guide, style guide

Languages: English, French and any others dealt with in the presented papers.

1. Submission and deadlines

To submit your paper, send it in DOC or DOCX format to Svetlana Kaminskaïa at skaminsk@uwaterloo.ca. Only papers presented at the 2024 LACUS Conference are eligible for submission.

To ensure a smooth peer-review process, we will be adhering to the following deadlines.

Table 1: Deadlines

DEADLINE	DATE
Authors Submit Manuscripts	Oct. 28, 2024
Reviewer Feedback Sent to Authors	Dec. 16, 2024
Authors Send Revisions	Dec. 31, 2024
PDF proofs Sent to Authors	Feb. 14, 2025
Authors Make Corrections to PDF proofs	Feb. 28, 2025

If you cannot meet the deadlines below, please let us know as far in advance as possible to negotiate a possible extension.

2. Peer review

All manuscripts submitted for publication in LACUS Forum volumes are peer-reviewed. They will be reviewed by two or three referees. The Managing Editors will send you the reviewers' comments. In most cases the reviews will provide specific instructions or suggestions for changes. When you submit your paper, you will receive confirmation that it has been received in good order. If you fail to make revisions described by reviewers as required, your paper will not be published in the *Forum*.

Plenary speakers, the presidential address, and papers that received presidents' prizes are automatically accepted but will also receive referees' feedback.

3. Format and length

Papers must be submitted in a Microsoft Word DOC or DOCX file, using a Letter size page (8.5-inch by 11-inch), *not* A4 or any other size. Margins must be 1" (= 2.5cm) on all sides. The first page should include the paper's title, the names and affiliations of authors, an abstract (\leq 150 words), a list of keywords, a list of languages the paper concerns, and the start of the main text.

The maximum length of a LACUS paper is 12 pages (single-spaced), *in the required format*, including title, list of authors, abstract, keywords, tables, figures, footnotes, references, and appendices. If you use smaller margins, smaller than 12-point Times or Times New Roman font, or unreadably small tables or figures, your paper will be returned to you for reformatting and length adjustment.

3.1. Typographic features and other LACUS 50 specific requirements

- a) Please use Times or Times New Roman 12-point. For any non-Roman fonts (any elements in Arabic, Chinese, Russian, etc.), you must embed the font inside the submitted DOC or DOCX file (simply using a font in a document does not do this). If you do not know how to do this, please look it up.
- b) Include [the LACUS header](#) on top of the first page of your manuscript. It can be also downloaded and copied from the website [LACUS Author Guide - LACUS \(lacussquare.org\)](#).
- c) Put *two* blank lines between the header and the paper title.
- d) Put *one* blank line *below* the paper title, authors' names, abstract, and between subsections of the manuscript.
- e) Put *two* blank lines between keywords and the beginning of the main text.
- f) Single-space all text.
- g) Use *full* (not left) *justification*.
- h) Do *not* put extra space between paragraphs.
- i) The first section should start with a "1." and not a "0." (for example, "**1. Introduction**").
- j) For subsections (1.1., etc.), use 11-point font.
- k) *The first paragraph* in a section should not use indentation.
- l) *The following paragraphs* use a 0.2-inch indentation (= 0.5cm).
- m) Do *not centre or use indentation* for tables and figures. Add one blank line *above and below* tables and figures.
- n) Offset? *sets of numbered examples*, and block *quotations* from the text of the paper by

- adding one blank line *above and below*.
- o) The **References** and **Acknowledgements** (if any) sections should *not* be *numbered* but their titles *should be bolded and centered*. Acknowledgements would precede References.
 - p) Please use *bottom right* page numbering for your initial submission to facilitate refereeing process.

For other formatting aspects and referencing, we ask you to follow the [Generic Style Guide](#).

4. Use of the copyrighted material

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