

## **SOLE submission guidelines**

SOLE Editorial Board\*

### *1. General information*

All speakers and alternates who have been accepted to present at ConSOLE are entitled to submit a paper to the proceedings.

Note, however, that your paper may be rejected if

- you do not comply with the deadlines
- you do not follow the editors' instructions
- the content, language or format of your paper is judged unacceptable at any stage of the reviewing process.

The proceedings of ConSOLE are published only electronically. However, since each volume receives an ISSN number, it counts as a 'real' publication.

### *2. Reviewing*

First, it is essential to note that the peer-review process is *not* a selectional one; no papers will be excluded on the basis of the review alone. The central aim is to provide the authors with feedback and comments which can hopefully be integrated into the paper. We hope that the result will be a theoretically more rigorous and harmonious volume.

#### **How does it work?**

- The abstracts or the first versions of the papers will be made available on the SOLE website.
- Each participant will make a priority list of which submissions s/he would like to review.
- The Board will choose a reviewer for each paper and send the papers around to the relevant people.
- The participants review each other's papers and send their reviews to the Board.
- The Board will then send the reviews to the authors, along with any editorial comments on formatting/style changes that need to be made.
- Participants implement the changes to their submissions, and send the final versions of their papers back to the Board.

#### **What if I don't have time to or don't want to review a paper?**

Each contributor to the proceedings has to review a paper. If you do not, your article will not appear in the volume.

#### **Is the reviewing process anonymous?**

We are talking about the proceedings of a conference, so, obviously, each reviewer will know whose paper they are reviewing. However, since the reviews will be sent to each author by the

---

\* This version was updated on 26<sup>th</sup> January 2009.

Board, not directly by the reviewer, reviewers can choose to sign their reviews or remain anonymous. The Board will respect your decision either way.

### **Who gets which paper?**

You will be asked to indicate 3 papers you would like to review.

The Board will do its best to match potential reviewers with their indicated preferences. However, this might not always be possible. In this case, we ask for your understanding; you may have to review a paper that you didn't place on your preference list.

### **What tone should the review have?**

We are looking for *constructive criticism*. This, of course, does not mean that you should refrain from pointing out weaknesses of the paper: reviewing is an academic exchange, and should not be taken personally by either party.

### **How long should a review be and what format should it be in?**

A ConSOLE review should be at least 1 page long, but there is no upper limit. No additional formatting requirements apply. To ensure readability across multiple platforms, we encourage reviews in PDF or plain text format.

### **What might a review include?**

A review might include issues like:

- additional resources and research that may be beneficial to an understanding of the topic;
- additional examples to help illustrate a point or broaden the empirical coverage of the research;
- indications of whether the arguments were coherent and germane to the topic.

Each paper will also receive an editorial review with comments regarding formatting, glossing of examples, etc., but peer-reviewers are encouraged to point out formatting errors and typos as well.

### **How much time should I spend on the review?**

This is up to you. However, we reckon that reading the article and making comments will not take up more than a day or two of your time.

### **What are the important dates?**

- **5<sup>th</sup> April** – submit the first version of your article and your preferences for which papers you want to review.
- **10<sup>th</sup> April** – the papers will be sent out for peer-reviewing.
- **20<sup>th</sup> May** – deadline for the reviews to be sent to the editors, who will forward them to the authors immediately.
- **15<sup>th</sup> August** – submit the re-worked (final) version of your paper; this should incorporate changes suggested by the peer-reviewer and the editors.

### **Where can I find the papers to be reviewed?**

Before sending in your reviewing preferences, you can check again the ConSOLE XVII programme at <http://www.ung.si/~jezik/console/program.html>. Subsequently, based on the preferences you have expressed, you will be sent the paper to review by email.

### 3. Accepted formats

We accept submissions in Word (Mac or Windows) and LaTeX; however, we will not be able to provide technical assistance for LaTeX submissions apart from what is already available on our website.

There are separate style sheets and templates for LaTeX and Word submissions, available at <http://www.hum.leiden.edu/lucl/research/SOLE/submission-guidelines.jsp>. Please make sure you have the latest versions of these.

All papers are edited by the SOLE Board. Submissions are to be sent electronically to [sole@hum.leidenuniv.nl](mailto:sole@hum.leidenuniv.nl) and to the editors' e-mail addresses (to be found at <http://www.hum.leiden.edu/lucl/research/SOLE/contact.jsp>). To facilitate the editing process, please send all versions of your paper, as well as all communication concerning the proceedings, either to the SOLE email address or to all three Board members.

Your paper should be sent both as a PDF file and as a Word/TEX file at all stages of the editing / publishing process; please make sure you also send any additional files necessary for processing it (special fonts, embedded diagrams, BIB, BST files & non-standard packages for LaTeX).

Please name your files in the following way:

- first draft: *console17-first-lastname.pdf*
- revised / final version: *console17-revised-lastname.pdf*  
(similarly for DOC, TEX, BIB, etc.)

When sending us the first version of your paper, please indicate in your e-mail:

- in case of Word submissions: the version of Word you have used, as well as the platform (Mac or Windows).
- in case of LaTeX submissions: whether your document requires pdfTeX or TeX+Ghostscript to be processed (whether you're using any PDF or PS specials), or whether it can be processed both ways.