



Instructions for Authors

Scope

The *Cahiers de Linguistique Asie Orientale* (CLAO) is an established peer-reviewed international journal whose mission is to publish new and original research on the analysis of languages of the East and Southeast Asian region, be they descriptive or theoretical. The journal seeks top-level contributions in any linguistic subdomain and in any theoretical framework with reference to a language or languages from the East and Southeast Asian region. Focusing at the same time on well-studied Asian languages, such as Chinese, Japanese, and Korean, and on those that are still partially or entirely undocumented, CLAO brings languages of the East and Southeast Asian region into a key position in current debate within linguistics and related fields. CLAO is published in collaboration with the Centre for Linguistic Research on East Asian Languages (Centre de Recherches Linguistiques sur L'Asie Orientale – CRLAO).

Ethical and Legal Conditions

Please note that submission of an article for publication in any of Brill's journals implies that you have read and agreed to Brill's Ethical and Legal Conditions. The Ethical and Legal Conditions can be found here: brill.com/downloads/conditions.pdf.

Online Submission

CLAO now uses online submission only. Authors should submit their manuscript online via the Editorial Manager (EM) online submission system at: editorialmanager.com/clao. First-time users of EM need to register first. Go to the website and click on the "Register Now" link in the login menu. Enter the information requested.

When you register, select e-mail as your preferred method of contact. Upon successful registration, you will receive an e-mail message containing your Username and Password. If you should forget your Username and Password, click on the "Send Username/Password" link in the login section, and enter your first name, last name and email address exactly as you had entered it when you registered. Your access codes will then be e-mailed to you.

Prior to submission, authors are encouraged to read the 'Instructions for Authors'. When submitting via the website, you will be guided stepwise through the creation and uploading of the various files.

A revised document is uploaded the same way as the initial submission. The system automatically generates an electronic (PDF) proof, which is then used for reviewing purposes. All correspondence, including the editor's request for revision and final decision, is sent by e-mail.



Instructions for Authors

Double-blinded Peer Review

CLAO uses a double-blind peer review system, which means that manuscript author(s) do not know who the reviewers are, and that reviewers do not know the names of the author(s). When you submit your article via Editorial Manager, you will be asked to submit a separate title page, which includes the full title of the manuscript plus the names and complete contact details of all authors. This page will not be accessible to the referees. All other files (manuscript, figures, tables, etc.) should not contain any information concerning author names, institutions, etc. The names of these files and the document properties should also be anonymized.

Contact Address

For any questions or problems relating to your manuscript please contact the Editors at Cahierslao@gmail.com. For eventual questions about Editorial Manager, authors can also contact the Brill EM Support Department at: em@brill.com.

File Formats

Please upload source files, as well as a pdf to ensure that non-Roman characters are shown correctly.

Submission Requirements

Types of Contributions

We accept the following types of contribution:

- Research article: a full-length original study;
- Research note: a short report, e.g. on a new finding;
- Book review: a critical evaluation of a recent book (contact the editors beforehand).

Language

Most published articles are in English, but we will also consider occasional contributions in French and Chinese. Contributors not writing in their native language should have their manuscript carefully checked by a native speaker. Articles published in *CLAO* have an abstract in French, but this is not required for submitting a manuscript. Spelling in the language used should be consistent throughout the entire manuscript. Final versions must be proofread carefully before submission; please use your spelling and grammar check.

Unicode and Non-Roman Fonts

Prepare your manuscript with a word processor or with LaTeX. Set generous margins and use a serif font at 11 pt size. Use Unicode friendly fonts only, such as the Brill font (brill.com/about/brill-fonts). Do not use underlining, colours, extra sizes, or unneeded fonts.



Instructions for Authors

Transliteration and Orthography

Please follow a standard transliteration system, preferably Pinyin (with tone marks) for Chinese, Modified Hepburn for Japanese, Yale for Korean. Phonetic transcriptions must follow the IPA conventions. Do not use the superscript function of your software to display symbols for aspiration or secondary articulations but use the proper Unicode characters.

Practical transcriptions are set in *italics*, while phonetic notations are set upright between square brackets ([...]), phonemic ones between slashes (/.../), and graphemes or orthographical representations between chevrons (<...>). Lexemes as abstract units are set in SMALL CAPITALS.

Reconstructed forms are marked with a preceding asterisk (*).

Preliminary reconstructions not based on understood sound laws should be marked with a hash (number sign, #) instead.

Hypothetical but non-attested forms can be marked with a preceding dagger (†) where they need to be distinguished from reconstructions.

Length

Articles should not exceed 10,000 words (general and research articles) in English or French, and 20,000 characters for articles written in Chinese. Book reviews should not exceed 1500-3000 words. Within this word limit, the following should be included: abstract (100 to 150 words), up to six keywords, affiliation details and email address.

Manuscript Structure

General

The organization of the manuscript should be as follows:

1. Title: concise and informative, without abbreviations; please avoid subtitles;
2. Abstract: concise (5–8 lines) and factual, stating briefly the purpose of the research, the principal results and major conclusions, without citations or notes;
3. Main text of the article: divided into numbered sections, with a short title each; the first section states the objectives of the work and provides an adequate background, the last one summarizes the main findings and their implications;
4. Abbreviations: if the manuscript uses many non-standard abbreviations, a list of their meaning must be given as an unnumbered section;
5. Appendix: an optional unnumbered section providing supplementary data;
6. References: an unnumbered section containing a list of all bibliographical references cited in the text.



Instructions for Authors

Format

Please follow the recommendations of *The Generic Style Rules for Linguistics*, (eva.mpg.de/fileadmin/content_files/staff/haspelmt/pdf/GenericStyleRules.pdf). For matters of general style and scientific notation, please follow the *Publication Manual* of the American Psychological Association.

Abstracts

All articles, whether in English, French or Chinese, should be accompanied by abstracts in both English and French. Articles written in Chinese should additionally have a Chinese abstract. All abstracts should be approximately five to eight lines in length, and those in English and French should be no more than 100 words, while Chinese abstracts should not exceed 150 characters.

Keywords

Each abstract should be followed by three to six key words, among which the linguistic subdiscipline as well as the language(s) covered in the article are obligatory. These keywords are used for indexing purposes.

Title

As with the abstracts, titles should be provided in both English and French for all articles, while an additional title in Chinese should be provided for Chinese-language articles. Titles should not exceed two lines.

Headings

1 The First Level Heading

The text.

1.1 The Second Level Heading

The text.

Data

Articles must provide enough detail to allow verification and replication, like detailed information about the source and size of corpora used or experimental settings. All data necessary to understand, assess and verify the results and conclusions of the research must be made available to the editors and reviewers upon request. We encourage authors to publish their data (text, audio, video) as



Instructions for Authors

supplementary files to their manuscript. These will be made accessible on the homepage of the clao. Contact the editors for detailed information.

Drawings, Tables and Maps

All tables and figures are numbered separately with the word “Table” or “Figure” preceding the number. All figures and tables should be placed within the text. Do not use expressions such as “the following table”; do not end the preceding text with a colon, as the exact positioning of the element may change during typesetting. In figures, do not add decorative effects that might distort the data, label all axes, state what units are used, and define all symbols used. Figures should be high resolution and at a size suitable for the journal.

Linguistic Examples

Linguistic examples must be numbered and follow the Leipzig Glossing Rules (eva.mpg.de/lingua/resources/glossing-rules.php) and *The Generic Style Rules for Linguistics* (eva.mpg.de/fileadmin/content_files/staff/haspelmt/pdf/GenericStyleRules.pdf). Trees, tableaux and other linguistic diagrams should be presented as numbered examples rather than as tables and figures. Example sentences in the text should all be numbered serially (with Arabic numerals in parentheses). They should be accompanied by a word-for-word gloss as well as by an idiomatic translation. Tone markers should not be omitted when using *pīnyīn* and other phonetic transcriptions such as the International Phonetic Alphabet, the modified Church Romanization (Southern Min) or Jyutping, among others.

Example:

(1)	他	買了	一本	很	有趣的	書。
	tā	mǎi-le	yī-běn	hěn	yǒuqù-de	shū.
	3sg	buy-PFV1-CLF	very	interesting-SUB	book	
	‘He has bought a very interesting book.’					

Non-standard abbreviations (those not included in the LGR, such as SUB in example (1) standing for “subordination expressed by the particle *de*”) should be listed in a footnote.

Footnotes

Use footnotes, not endnotes. Do not put references, examples, or tables in footnotes. Do not put footnotes in the article title, abstract, sectional headings, references, and tables. Footnotes should be short and few in number.



Instructions for Authors

References

Format your bibliographical references broadly following the conventions specified by the *Unified Style Sheet for Linguistics* (celxj.org/downloads/UnifiedStyleSheet.pdf) with the amendments made in *The Generic Style Rules for Linguistics* (eva.mpg.de/fileadmin/content_files/staff/haspelmt/pdf/GenericStyleRules.pdf).

Citations of unpublished manuscripts or personal communications are not recommended since they cannot be readily verified. Avoid extensive citations and discussion of published literature, and limit yourself to the most relevant publications.

Text Citations

Citations in the text should be given as follows: Li Meng-chen (1980), Malmberg (1966:50).

Bibliographical references at the end of each article should conform to the models given below. For works published in Chinese, Japanese and Korean, there is no comma between the surname and the given name of the author(s), and given name(s) are not to be abridged. The choice between traditional and simplified forms of the characters is determined by the source itself: use whatever the source uses.

Journal Article

Surname, Given name(s). 2016. Article Title. *Journal Title* volume. number: page numbers.

Mei, Kuang. 1980. Is Modern Chinese really a SOV Language? *Cahiers de Linguistique — Asie Orientale* 7.1-2: 23-46.

Example for Articles in Chinese, Japanese or Korean:

Lǐ Róng 李榮. 1985. Guānhuà fāngyán de fēnqū 官話方言的分區 [The grouping of the Mandarin dialects]. *Fāngyán* 《方言》 [Dialects] 1: 2-5.

Book Chapter

Surname, Given name(s). 2016. Title of article. In: Surname, Given name(s) (ed.). *Title of Book*. Place of publication: Publisher's name, page numbers. (Series in which the collection is published; volume number).

Li Meng-chen. 1980. An investigation of word order change in Chinese. In: Tang Ting-chi, Tsao Feng-fu and Li Ing (eds.). *Papers from the 1979 Asian and Pacific Conference on Linguistics and Language Teaching*. Taipei: Student Book, 261-273. (Monographs on Modern Linguistics; B4).

Example for Articles in Chinese, Japanese or Korean:

Wáng Fútáng 王福堂. 2007. Hànyǔ fāngyán yǔyīn zhōng de céngcì 汉语方言语音中的层次 [Phonetic strata in Chinese dialects]. In: Dīng Bāngxīn 丁邦新 (ed.). *Lìshǐ Céngcì yǔ fāngyán yánjiū* 《历史层次与



Instructions for Authors

方言研究》 [Chinese Dialects and Historical Strata]. Shànghǎi 上海: Shànghǎi Jiàoyù Chūbǎnshè 上海教育出版社, 1-21.

Books

Surname, Given name(s). 2016. *Title*. Place of publication: Publisher's name. (Series in which the monograph is published; serial number).

Malmberg, Bertil. 1966. *La Phonétique*. Paris: PUF. (Que sais-je; 637).

Example for a Monograph in Chinese, Japanese or Korean:

Lù Shào zūn 陸紹尊. 1983. *Pǔmǐyǔ Jiǎnzhì* 《普米語簡志》 [A Brief Description of the Pumi Language]. Běijīng 北京: Mǐn zú Chūbǎnshè. (Zhōngguó Shǎoshù Mǐn zú Yǔ yán Jiǎnzhì Cóngshū 《中國少數民族語言簡志叢書》 [Outlines of Minority Languages of China Series]; 12).

N.B. If works cited in an Asian language do not themselves provide a translation of the title, then the translation of the title (to be put in square brackets) should be given in the language of the article.

Publication

Proofs

Upon acceptance, a PDF of the article proofs will be sent to the author by e-mail to check carefully for factual and typographic errors. In the event of a multi-authored contribution, proofs are sent to the first-named author unless otherwise requested. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs. At this stage in the production process only minor corrections are allowed. Alterations to the original manuscript at this stage will result in considerable delay in publication and, therefore, are not accepted unless charged to the author. Proofs should be returned promptly.

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Instructions for Authors

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