U-Lingua

The Magazine of The Undergraduate Linguistics Association of Britain

Writers' Guide

This document contains all the information of which Writers of *U-Lingua* should be aware. It is aimed at ensuring that the experience and process of writing for *U-Lingua* be as seamless and enjoyable as possible whilst maximising the amount of time that Writers can spend producing quality content for the magazine.

Any questions or comments you have on this document are warmly welcomed. Please address these to the Editor-in-Chief via email to ulablinguistics@gmail.com.

Thank you for your cooperation,

T. R. Williamson
Archivist, *Undergraduate Linguistics Association of Britain*
Editor-in-Chief, *U-Lingua*
University of Cambridge

1   Background and Aims

For a year from June 1st, 2019, the Undergraduate Linguistics Association of Britain (ULAB) infrequently distributed a magazine-style post on Facebook called *ULAB Monthly*. This was to promote the reach of ULAB by releasing content geared to the perceived interests of undergraduate linguistics students. Sections ranged from what summer schools ULAB members visited that year to linguistics-themed podcast recommendations.

The ULAB Executive Committee of 2020-2021 set out as one of its goals the expansion of *ULAB Monthly* into a more structured magazine. The quite self-explanatory aim is of this magazine is to provide linguistics students (of whatever level of study) in the U.K. (and beyond) with information that is useful, interesting, and/or relevant to them. In so doing, a wider aim of ULAB is met (see Section 1.3. of the ULAB Constitution): *To provide information and support for undergraduate linguistics students looking to pursue postgraduate studies and careers in linguistics and related disciplines.*

To this end, it was decided to give *ULAB Monthly* somewhat of a rebrand and a refocus. This started with a name change: *U-Lingua* (**U**ndergraduate - *language* in Latin). The decision was also made to move to quarterly publications so as to prioritise the production of high-quality content in and around organisers' other commitments. As such, the magazine is to be released on the following dates of each year: January 1st, April 1st, July 1st, and October 1st.

2   Organisation and Structure

In accordance with the decisions of the National Committee of ULAB, *U-Lingua* is overseen by the Editor-in-Chief, with whom three Section Editors correspond to organise their respective Sections.

Consequently, the magazine contains four key Sections with the following distinct themes: news, academia, industry, and puzzles. These sections are called (respectively): *In The Field*, *Behind The Bookshelves*, *The Real World*, and *A Hands-On Approach*. Each publication opens with brief greetings and updates from the National and Local Chairs and the Editor-in-Chief.

This is the current Editorial Team for *U-Lingua*:

(1) **Editor-in-Chief**
     T. R. Williamson, University of Cambridge
(2) **Section Editor for News (*In The Field*)**
     Caitlin Wilson, University of Edinburgh
(3) **Section Editor for Academia (*Behind The Bookshelves*)**
     Hayley Hilson, University of Cambridge
(4) **Section Editor for Industry (*The Real World*)**
     Blue Bates Cambridge, University of Cambridge
(5) **Section Editor for Puzzles (*A Hands-On Approach*)**
     Liam McKnight, University of Cambridge
(6) **Editorial Designer**
     Anne Eschenbruecher, University of Wolverhampton

3   Writing

Articles written for *U-Lingua* should fall in a word-range of 500 to 1,000 words approximately. This guideline has been set to balance readability with comprehensiveness. The appropriateness of their

content to the magazine, and then to a particular Section, will be determined by the Editor-in-Chief in collaboration with Section Editors. Writers are encouraged to think out of the box to produce interesting content for *U-Lingua*, and the Editorial Team welcomes all ideas.

3.1   Responsibilities of Writers

Should an individual agree to write an article for *U-Lingua*, they should understand that the work that they produce will be subject to the scrutiny, alteration, and eventual approval by the Editorial Team. Writers are expected to produce high-quality, thoughtful, and useful articles that bear in mind the aims (see Section 1.) of the magazine, and to adhere to and respect the processes and deadlines that concern their work. Writers should aim to communicate with their Section Editor in a timely fashion and to make sure that all draft edits are completed to the Section Editor's, and possibly the Editor-in-Chief's, satisfaction.

3.2   The Editorial Process

The Editorial Process begins once the Editor-in-Chief has endorsed a Writer's idea and has assigned a Section Editor to work with that Writer. In this, the Section Editor and the Writer will collaborate as much as appropriate to ensure that the article is well-written, in both formatting and style, well-referenced (see Section 3.4), and up to the standard of *U-Lingua*. Writers should be keen to work in tandem with their Section Editors on all aspects of their work and may expect to go through a few drafts in order to meet their Section Editor's satisfaction.

Once the Section Editor is content that the article is written to a sufficient standard, they will send it to the Editor-in-Chief for approval. If the Editor-in-Chief has any comments or suggestions, they will send the article back to the Writer through the Section Editor for revision. When an article meets the approval of the Editor-in-Chief, it has been accepted for publication in the magazine.

3.3   Deadlines

As *U-Lingua* is a quarterly publication, Writers are expected to adhere to deadlines set by the Editor-in-Chief and their Section Editor. Under normal circumstances, from the date on which the idea for an article has been approved by the Editor-in-Chief, Writers will be given **up to four weeks** to finish a final draft**.** If a Writer requires a longer period of time to complete their article, they should contact their Section Editor for help or advice.

Although circumstances will vary on a case-by-case basis, this should ordinarily be composed of **up to three weeks of drafting** with the assistance of a Section Editor and **up to one week of revisions**, should any be recommended by the Editor-in-Chief.

Should the Editor-in-Chief request that an article be written under any shorter timeline than the one set out here, it will only be upon receipt of the consent of the corresponding Writer to this deadline that they may be held accountable for having failed to meet it. Otherwise, the Writer will still be expected to adhere to the four-week ordinary deadline.

Writers should not expect to have their article discarded by the Editorial Team of *U-Lingua* should they fail to meet any of these provisional deadlines, but they should be wary that an inability to manage their time well for *U-Lingua* may result in such action as the Team sees fit.

3.4   Referencing

To maintain academic standards whilst being non-academic in style, articles (where necessary) should be referenced using an endnote system. That is, all points requiring referencing should be marked with a superscript numeral within square brackets, like this: [1].

All reference lists should be written in accordance with the Journal of the Undergraduate Linguistics Association of Britain's Formatting and Styling Guide (essentially being APA 6th apart from including the publishing location of books) in all ways except in using journals' conventional abbreviated forms (e.g., *The American Journal of Human Genetics* is *Am. J. Hum. Genet.*), and in having each entry to the list numbered according to the endnote to which it corresponds. Here are two examples:

[1] Spiteri, E., Konopka, G., Coppola, G., Bomar, J., Oldham, M., Ou, J., ... & Geschwind, D. H. (2007). Identification of the transcriptional targets of FOXP2, a gene linked to speech and language, in developing human brain. *Am. J. Hum. Genet.*, 81(6), 1144-1157.

[2] Klein, G. (1989). *The Human Career, Human Biological and Cultural Origins*. Chicago University Press: Chicago.

[3] Olza, I., Semino, E., Ibarretxe-Antuñano, I., Koller, V., Pérez-Sobrino, P. (2020, June 21). RaAM *#ReframeCovid* Roundtable Discussion. Retrieved from https://media.inn.no/Mediasite/Channel/raam2020/watch/944ce34e07c94f459b6d7825cc4ba0871d.