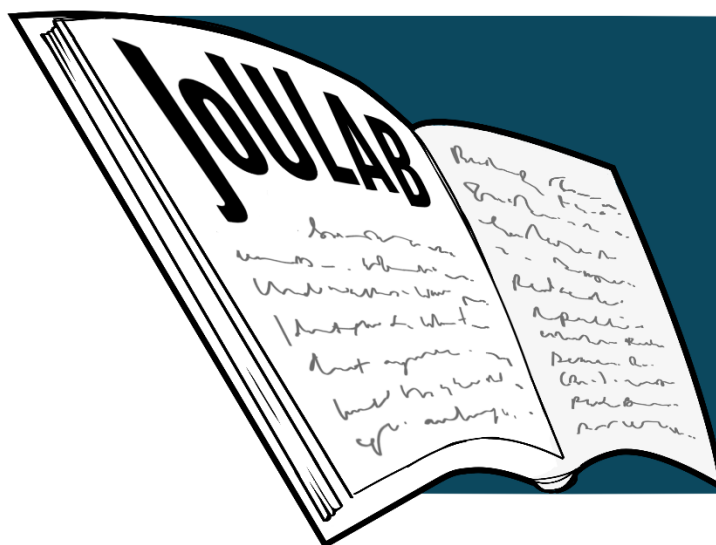


*The Journal of the Undergraduate Linguistics Association of
Britain*

Constitution



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1 Background and Aims

The Journal of the Undergraduate Linguistics Association of Britain (JoULAB) was established by the National Committee of the Undergraduate Linguistics Association of Britain (ULAB) in July 2020, during the global SARS-CoV-2 (coronavirus) pandemic in an attempt to provide as many opportunities to undergraduate students of linguistics across the world as possible. It was initially founded with four Committee positions: Editor, Head of the *Editorial Board* (now *Board of Reviewers*), Associate Editor, and Copyeditor.

The aims of JoULAB are as follows:

- (1) To uphold the aims of ULAB as set out in its Constitution;
- (2) To ensure that top-quality undergraduate research in linguistics be given a platform for wider publication, and;
- (3) To publish at least two issues of the Journal for any 12-month period.

2 Responsibilities of the Editorial Committee

2.1 Editor

The Editor of the Journal is ultimately responsible for the smooth operation of all aspects of the Journal. As an elected position on the National Committee of ULAB for an undergraduate in a year no earlier than the third of a degree including linguistics at the time of election, the Editor of JoULAB has many specific roles. They review abstracts for approval according to the Approval Criteria (see Section 5.1); lead interviews with prospective reviewers, secretaries, copyeditors, and associate copyeditors; assist the Head of the Board of Reviewers with awarding papers' final designations; adjudicate over any potential designation dispute once the Head of the Board of Reviewers comes to know the names of the author(s); ultimately decide whether works recommended for publication by the Board of Reviewers should be included in any issue by awarding a Final Acceptance (see Section 5.3); and, with the Copyeditor, complete the Issue Copyedit (see Section 6.2) and compile copyedited manuscripts into issue form. Elections for the position of Journal Editor shall take place once every two years. As such, each Editor shall serve for a term of two years.

2.2 Head of the Board of Reviewers

The Head of the Board of Reviewers is a permanent role for a PhD student or candidate held for no longer than three years. To be considered for the post, an individual must be about to start (i.e., within 6 months), scheduled to start (e.g., as part of a 1 + 3 or 2 + 2 programme), or currently undertaking a PhD involving linguistics. Tenure of the role expires either after three years from acquiring the position, upon the completion of their concurrent PhD programme, or any earlier at the incumbent's discretion.

The Head of the Board of Reviewers is responsible for overseeing all aspects of the reviewing process. They ensure that papers approved for review be distributed to members of the Board of Reviewers in accordance with their areas of expertise, that reviews be completed in a timely fashion and to a sufficient level for undergraduate authors, coordinate the return of reviewed manuscripts to authors with the Secretary, and act as a point of contact for all reviewers. They also share the role of approving abstracts (see Section 4.1) and determining the details for a paper's Final Acceptance (see Section 5.3) with the Editor.



2.3 Associate Editors

Three Associate Editors act as administrative and organisational assistants to the Editor and the Head of the Board of Reviewers for the Journal. One of the three positions is kept open for the National Chair of ULAB, and two others are to be recruited annually. The tenure of the two recruited Associate Editors expires upon the end of the concurrent Editor's tenure. To be considered for the role, an applicant must be an undergraduate student studying for a degree involving linguistics at the time of recruitment.

Their primary function is to ensure the smooth operation of JoULAB in accordance with the goals of ULAB; that is, assisting in interviews, administration, or book-keeping wherever necessary (as the Editor and Committee may see fit) so that members of ULAB (authors, for example) have the best possible experience of JoULAB. While it may be a useful idea for Associate Editors to specialise in an area of JoULAB's operation (e.g., submissions, reviews, publishing, copyediting, data management, etc.), this need occur and should not prevent cross-Committee collaboration.

2.4 Secretary

The Secretary is a position on the Committee whose tenure expires upon the end of the concurrent Editor's tenure; and as such, it is a position for which recruitment, led by the Editor, should be undertaken annually. To be considered for the role, an applicant must be an undergraduate student studying for a degree involving linguistics at the time of recruitment.

The Secretary of JoULAB is ultimately responsible for two areas of JoULAB's administration: communications and publicity. This involves answering relevant email requests and handling the Journal's social media presence, but may also include taking minutes at Committee meetings or organising spreadsheets.

2.5 Copyeditor

The Copyeditor is a position on the Committee whose tenure expires upon the end of the concurrent Editor's tenure; and as such, it is a position for which recruitment, led by the Editor, should be undertaken annually. To be considered for the role, an applicant must be a student (undergraduate or postgraduate) studying for a degree involving linguistics at the time of recruitment.

The Copyeditor of JoULAB is ultimately responsible for ensuring, with the Editor, that any issue published of the Journal is up to the highest editorial, formatting, and styling standards. This will include overseeing the Copyediting Procedure (see Section 6) and maintaining, updating, and reviewing the JoULAB Formatting and Styling Guide. The Copyeditor is also responsible, with the Editor, for overseeing the recruitment of three Associate Copyeditors.

2.6 Associate Copyeditors

The three Associate Copyeditors working under the guidance of the Copyeditor and the Editor hold positions on the Committee whose tenures expire upon the end of the concurrent Editor's tenure; and as such, they are positions for which recruitment, led by the Editor and the Copyeditor, should be undertaken annually. To be considered for one of the roles of Associate Copyeditor, an applicant must be a student (undergraduate or postgraduate) studying for a degree involving linguistics at the time of recruitment.



The Associate Copyeditors' role is to serve as the copyeditor for either the 'First Copyedit' or the 'Second Copyedit' for each manuscript following its review by the Board of Reviewers, in accordance with the Copyediting Procedure (see Section 6).

2.7 Board of Reviewers

The Board of Reviewers consists of doctoral students and candidates from across the world who represent a wide range of areas of expertise. Recruitment of a given reviewer to the Board of Reviewers is subject to an informal meeting/interview to be held with the Editorial Committee, at which at least both the Editor and the Head of the Board of Reviewers must be present. At this meeting, reviewers should be asked questions about their knowledge of ULAB and JoULAB, their areas of review competence, their experience working with and marking undergraduate work, their thoughts on what makes a good review, and the number of reviews they would be able to complete per month.

All members of the Board of Reviewers are responsible for providing critical and insightful comments and criticism to papers of abstracts approved by the Editor and Head of the Board of Reviewers, in accordance with the broad Reviewing Criteria (see Section 5.2). They should liaise with the Head of the Board of Reviewers to give back reviewed submissions in a timely fashion.

At any reviewer's discretion, they can pass on comments (deanonymised) to author(s) through the Head of the Board of Reviewers should they desire to do so, and assuming the author(s) consent to receive it and become deanonymised.

3 Submissions

3.1 Submissions Process

Upon the receipt of a submission (see Section 3.7), it is first placed in the Journal's submissions spreadsheet and then checked by the Editorial Committee to ensure any direct or indirect personal information about the authors has been removed from the .docx file sent (see Section 3.5). Should this have been completed by the author(s) to the Committee's satisfaction, its metadata will then also be manually anonymised, the file name converted to a Journal-specific code, and the file will be sent for Abstract Approval (see Section 4.1). Once approved, it is to be converted to a .pdf file and the Reviewing Process (see Section 4.2) begins.

3.2 Eligibility

Anyone shall be eligible to submit to JoULAB so long as their work was carried out (or the bulk of it was carried out) when they were an undergraduate student of linguistics or a related discipline, and so long as their undergraduate studies were completed no more than three years prior to submitting the abstract. Note that the Head of the Board of Reviewers, the Associate Editors, and the Secretary are all ineligible to submit their own research during their respective tenures.

Any undergraduate research that falls within the discipline of linguistics, or associated subfields, will be considered by reviewers for acceptance to JoULAB. Works previously featured in peer-reviewed publications are ineligible for consideration, but non-peer-reviewed pre-prints, such as those placed in a repository, are eligible.

Further publication types may also be eligible for publication, at the discretion of the Editorial Committee per round of submissions. These may include book reviews, squibs, letters to the editor, and



more. The criteria for acceptance of these submission types should be decided upon their inclusion into a round of submissions.

3.3 Methods

Two methods of receiving submissions to the Journal are available for the Committee to select: rolling and deadline. Each method will be more suitable in accordance with surrounding circumstances, and they may both be relevant simultaneously, so selection is left up to the Committee's discretion. A meeting of the Committee is required to move submissions from rolling to deadline, or vice versa, with a two-thirds presence of the Editorial Committee as quorum and a two-thirds majority vote required.

3.3.1 Rolling Submissions

The rolling submissions method is defined here as involving an indefinitely-described period of time within which the author(s) may submit manuscripts for review. As this method is indefinite, no deadline should be given, and thus only by ceasing the employment of this method can acceptance of submissions be halted. In the case of closing submissions if they were rolling, a formal deadline must be announced by the Editorial Committee – this will involve the Committee voting to change submission method from rolling to deadline (see Section 3.2).

3.3.2 Deadline Submissions

The deadline submissions method is defined here as involving a definitely-described period of time within which the author(s) may submit manuscripts for review; as such, the employment of this method involves giving a deadline after which submissions will be closed. It should be noted that deadline submissions can co-occur with rolling submissions, but only in the case of, for example, opening submissions for a themed or special issue (where the deadline exists for receipt of themed or special articles).

3.4 Format and Content of Manuscripts

All manuscripts should be requested to be submitted in accordance with the JoULAB Formatting and Styling Guide, and received in .docx form. This is to enable manual anonymisation where required (see Section 3.3). At submission, each manuscript must include: a title, up to six keywords, an abstract, the main body of text, and page numbers (articles with multiple authors must also include the Undergraduate Authorship Agreement (see Section 3.6) at this stage). Once an article has received Final Acceptance (see Section 5.3), the author(s) should also be requested to provide: a Plain English Abstract, an Acknowledgements section, and an About the Author(s) section.

3.5 Anonymisation

As the Journal employs a double-blind review process in principle, any revealing or personal information contained within any document submitted to JoULAB that might end up jeopardising the unbiased position of a reviewer or member of the Editorial Committee must be redacted (though not deleted). The responsibility for this section of the Submission Procedure falls to the Secretary, and it is at their discretion to determine how best to achieve this year-on-year.



3.6 Multiple Authors

As ensuring the undergraduate (first-) authorship of papers is central to the Journal's integrity, it is essential that the identities of second, third (and so on) authors be established. To this end, submissions with multiple authors must have in writing the signed affirmation of extents of contributions by all various authors, meeting certain conditions.

3.6.1 Contributions and Conditions

For JoULAB, a 'contribution' to a work's completion comes in multiple forms, such as, for example, writing, research, or data collection. In such cases of multiple contributors, a number of conditions must be met. These are the following:

- (1) The primary contributor (i.e., the first author listed in the submission; the person who contributed the most) must have completed their work (or the bulk of their work) for the article during their time as an undergraduate student, which must not have ended longer than three years prior to submission;
- (2) At least half of contributors to the submission must have completed their work (or the bulk of their work) for the article during their time as an undergraduate student, which must not have ended longer than three years prior to submission, and,;
- (3) All persons involved in the production of the article must be listed in the submission and in the Undergraduate Authorship Agreement in order of their respective contributions to its completion.

To demonstrate that, in cases of multiple contributors, authors understand and accept the above conditions, they will be required to send a signed and completed Undergraduate Authorship Agreement. This should be attached to the original submission.

3.7 Receipt of Submissions

The receipt of submitted manuscripts from authors will involve a procedure decided upon by the Committee ad hoc to reflect the best of their capacities and most efficient use of time. This may involve employing the JoULAB email, setting up an online form, or creating a way of running submissions directly through the ULAB website.

4 Reviewing Procedure

4.1 Abstract Approval

Upon the receipt of a submission, the Secretary will ensure it is anonymised and then forward the abstract of the paper in question to one of the Editor or the Head of the Board of Reviewers. This abstract will be subject to scrutiny in accordance with the Approval Criteria (see Section 5.1), and subsequently approved or rejected **within one week** of its receipt. Any rejection will contain feedback as to whether resubmission would be advised on the basis of certain changes.



4.2. Reviewing Process

Following abstract approval by the Editorial Committee, the Head of the Board of Reviewers will coordinate between the topic of a paper and the research interests of two members of the Board of Reviewers to send the paper in question for review. Two reviewers will work separately for each round of reviewing, and no alternate two reviewers shall be reassigned to any paper for later rounds.

Once a reviewer is satisfied that a paper is of a sufficient standard, and does not require further alteration, they are requested to offer their recommendation to the Head of the Board of Reviewers that the paper be accepted for publication.

4.2.1 Review Designations and Rounds of Reviewing

The number of rounds of reviewing to which all papers will be subject will depend on the designations the two reviewers award to that paper following its first review in accordance with the Reviewing Criteria (see Section 5.2). These are the four designations that reviewers can suggest:

- (1) Accepted with Minor Corrections
- (2) Accepted with Major Corrections
- (3) Revise and Resubmit
- (4) Rejection

These designations correspond to the following consequences for reviewing rounds:

- (1) No further rounds of review are required, and the submission can be deemed to have received a ‘contingent final acceptance’ (see below). Reviewers will be asked to assure the requested minor corrections have been made, and then offer their recommendation for publication.
- (2) One further round of review may be required, but the submission should be considered to have received a ‘contingent final acceptance’ (see below). Reviewers will be asked to assure the requested major corrections have been made, and either then adjust their designation to (1) or offer their recommendation for publication.
- (3) At least one further round of review is required. Should the author(s) choose to resubmit their paper after substantial rewrites (according to reviewers’ comments), reviewers will be asked to review the paper for a second time and then adjust their designation to (1), (2), or (4).
- (4) No further rounds are required.

Should the two reviewers disagree on the designation of a paper, the Editorial Committee will act upon the more pessimistic of the two. A ‘contingent final acceptance’ indicates that, barring extraordinary circumstances, the submission will be published by the Journal. Thus, no designation rejecting the paper in later rounds can then be awarded to a paper that was initially given designations (1) or (2).

If a paper is awarded (2), and, following a second round of review, a reviewer is not happy with the extent of corrections made, they can:

- (1) Award (1) if they believe the author has made some corrections, but not enough to merit the formal recommendation of publication.



- (2) Award (2) if they believe a significant number of corrections is still required before being publication-ready.
- (3) Award (3) if they believe the author's attempt at making corrections is not indicative of the future possibility of publication.

If a paper is awarded (2) in round 1 and (2) in round 2, and a reviewer is still not happy with the extent of corrections completed, then they are requested either to:

- (1) Award (1) if they believe the paper has potential to be published and that any remaining corrections would be minor.
- (2) Award (3) if they believe the author has still not been able to complete the requisite corrections, and thus that there are sufficient grounds to withdraw the contingent final acceptance of the paper on the basis of uncompleted corrections.

In later rounds of reviews, should reviewers disagree as to the designation of the paper in question to an extent that no resolution between them can be found (where such resolution would be coordinated between the two reviewers by the Head of the Board of Reviewers), the Editor will come in as a third reviewer to offer their own comments and provide their own designation whilst keeping the decisions of the reviewers in mind.

4.2.2 *Unreviewable Submissions*

A submission for which no reviewers from the Board of Reviewers are available or suitable and for which the Head of the Board of Reviewers has been unable to contact an individual external to the Board of Reviewers to review a manuscript ad hoc, and having exhausted all other possible resources, will be considered informally 'unreviewable'. At this stage, the corresponding author(s) will be presented with two options:

- (1) Withdraw the submission from consideration and receive any reviews, including designations, that have already been conducted for it, in the form of informal feedback.
- (2) Persist with the Reviewing Process, keep the submission in contention for publication, and wait for appropriate reviewers to be identified by the Head of the Board of Reviewers.

It may make sense, at the Head of the Board of Reviewer's discretion, to provide the designation and comments of reviews already completed to the author(s) before making their decision about which of the two options above to pursue.

4.2.3 *Reviewing Timeline*

To ensure that the Journal can operate as efficiently as possible, the Board of Reviewers is kindly asked to complete each review of each paper given to them by the Head of the Board of Reviewers **within one calendar month** of receipt, or to complete all reviews of a single paper **within two months** of the first receipt, regardless of overlap of review requests (i.e., regardless of how many papers a reviewer has been sent for review).

If a reviewer cannot, or does not, meet the one-calendar-month deadline for a particular paper, or if a reviewer does not feel comfortable in their capacity to review a paper for other reasons (e.g.,



insufficient expertise in paper's subfield), an alternate reviewer in the same subfield (where possible) shall be assigned to review the paper instead (for whom the one-calendar-month timeline is restarted).

4.2.4 *Format of Reviews*

To ensure brevity and consistency, reviewers are requested to submit their reviews primarily in the form of annotated manuscripts, where comments and highlights can be left on .docx files they sent to them. Reviewers should ensure that a paragraph summarising their overall thoughts on a submission be included within their comments. This paragraph would do well to contain both a justification for the awarded designation (where applicable) and in-depth criticism. This particular format of review has been selected so that authors can receive their feedback in the most accessible way possible. Should reviewers desire to leave more detailed feedback for the author(s), they may also produce word-processed, longer-form reviews that will be sent to the author(s) along with an annotated manuscript.

4.2.5 *Software*

As all submissions will be in .docx form, reviewers are requested to use common word processing software in their reviewing process (in particular, Microsoft Word). They may also choose to use similar word processing software (such as Word or LaTeX) should they desire to leave longer feedback than any 'comment' feature feasibly permits.

4.3 **Recommendation of Publication**

Once a reviewer is satisfied that a paper is of a sufficient standard, and does not require further alteration, they are requested to offer their recommendation to the Head of the Board of Reviewers that the paper be accepted for publication. This is a formal indication of their acceptance of the article for JoULAB.

5 **Reviewing Guidelines**

5.1 **Approval Criteria**

Abstracts will be approved by the Editorial Committee (the Editor and the Head of the Board of Reviewers) in accordance with the following criteria:

- (1) Relevance of research to linguistics or associated fields;
- (2) Appropriateness of content to academic publication, and;
- (3) Accordance with submission guidelines (e.g., concerning undergraduate status of author(s) or prior publication).

5.2 **Reviewing Criteria**

In deciding a designation for a particular paper (see Section 4.2.1), the Editorial Committee kindly requests that reviewers take into consideration the following criteria that will determine the strength and suitability of submissions for the Journal. These criteria should be used to evaluate both the quality and need for correction of papers in the reviewing process.



- (1) Novelty, originality, or utility of approach, analysis, or methods;
- (2) Importance of the research's impact;
- (3) Relevance of the paper to pressing issues in its field;
- (4) Scope for future work following the article's conclusions, and;
- (5) Impressiveness, given undergraduate authorship.

Reviewers should keep in mind that these criteria are applicable to any submission, regardless of its length; papers of 5, 15, or 50 pages are all acceptable. This means, therefore, that reviewers should feel free to recommend corrections regarding the exclusion or inclusion of content that turn an unacceptable paper into an acceptable one. Note that (1) should not preclude the acceptance of studies aiming to replicate the findings of antecedent research. The Journal welcomes original research as much as replication studies, and studies presenting significant findings as much as null results.

5.3 Final Acceptance

5.3.1 *Receipt of Final Acceptance*

Following the recommendation of publication by two members of the Board of Reviewers for a particular paper, both the Editor and the Head of the Board of Reviewers will meet to discuss the finer details for its publication. In this, a paper's Final Acceptance is given by the Journal, whereupon it is decided in which issue it will feature, where it might be placed within that issue, etc. As such, only once a submission has received a formal Final Acceptance is the Journal unconditionally committed to publishing it. At this stage, the corresponding author(s) should be requested to provide a Plain English Abstract, an Acknowledgements section, and an About the Author(s) section (see Section 3.2).

5.3.2 *Minor Modifications before Final Acceptance*

Papers that are not found to meet the required standard for Final Acceptance by the Editor and Head of the Board of Reviewers will be requested to make minor modifications by the Editorial Committee. Once the author(s) have acted upon these corrections, they are to be checked over by the Editor and Head of the Board of Reviewers; that is, their manuscript should not be sent to its two reviewers (as they have already recommended it for publication). Should the Editorial Committee find these corrections acceptable, they will give the paper its Final Acceptance. If they do not, then the protocol detailed in Section 5.3.3 will be adopted.

5.3.3 *Unfit for Publication at Final Acceptance*

Where a manuscript has received recommendation for publication by two reviewers, but is deemed unfit to publish by the Editor and the Head of the Board of Reviewers, the following protocol shall be adopted:

- (1) Both the Editor and the Head of the Board of Reviewers shall talk to the reviewers of the article in question;
- (2) Then, either:
 - (i) The Editor and the Head of the Board of Reviewers consent to the publication of the article, in which case it receives its Final Acceptance, or;



- (ii) The Editor and the Head of the Board of Reviewers may change the designation of the article (see Section 4.2.1).
- (3) In the case of (2ii), the article shall be returned to the author(s) with a request to make the requisite corrections or modifications.
- (4) When the author(s) send the article back, the Editor and the Head of the Board of Reviewers will meet to decide if the paper is fit for publication;
 - (i) If it is deemed publishable, it will receive its Final Acceptance, or;
 - (ii) If it is not deemed publishable, a further request may be made of the author(s) to make the requisite corrections or modifications.
- (5) In the case of (4ii), if the author(s) do not comply with this second request for corrections, the Editor and the Head of the Board of Reviewers will adjust the paper's designation to (4) (see Section 4.2.1), and it is removed from the Reviewing Process.

6 Copyediting Procedure

Supervised by the Copyeditor, the responsibility for completing the legwork of copyediting all submissions that have received a Final Acceptance (see Section 5.3) falls to the three Associate Copyeditors. In the Copyediting Procedure, there are two distinct stages.

6.1 The First and Second Copyedits

The Copyediting Procedure can be split up into what is known as the 'First Copyedit' and 'Second Copyedit'. For each manuscript ready for copyediting, two of the three Associate Copyeditors will be assigned by the Copyeditor to complete either the First or Second Copyedit in accordance with the preferences or availability of each Associate Copyeditor.

In the First Copyedit, the assigned Associate Copyeditor makes as many corrections as they can see to make, and in the Second Copyedit, the assigned Associate Copyeditor acts as a kind of guard against any small things missed.

In this manner, the First may be quite broad-brush (and possibly quite radical in changes necessary; e.g., correcting title pages, font sizes, paragraph indents, etc.), whereas the Second may be much more fine-grained with more attention to detail required (e.g., small things that might fall through the cracks, such as commas after 'e.g.', British English spellings, in-text citation formatting, etc.).

In each stage, the Associate Copyeditor should work individually for the most part, but each manuscript benefits from the keen eye of two copyeditors overall to ensure readiness for final publication.

6.2 The Issue Copyedit

Once the Associate Copyeditors have done as much as they can see to do with regards to copyediting a particular set of manuscripts for a particular issue of the Journal, they are passed on to the Copyeditor and Editor for final checks and to determine the details of the next issue. This process will include cover-to-cover formatting and design work, determining the order of articles in the issue, and ensuring the file type of the issue is suitable for publication.

7 Publication



Issues of, and individual articles in, JoULAB are to be released on the ULAB website in .pdf form and published on the ULAB website.

7.1 Volumes and Issues

The volume to which each published issue of the Journal pertains is contingent upon the tenure of the concurrent Editorial Committee during which its publication is finalised. That is, each volume of JoULAB corresponds to each Editorial Committee (and as such Volume 1 contains all of the first Editorial Committee's issues, Volume 2 contains all of the second Committee's issues, etc.). There should be no set number of issues each volume is expected to contain.

8 Amendments

Any changes made to this constitution must be ratified by a quorum of at least two-thirds of the JoULAB Editorial Committee (where both the Editor and the Head of the Board of Reviewers were present) at any meeting of the Committee, and by a vote of at least two-thirds of those present at that meeting.