

U-Lingua

The Magazine of The Undergraduate Linguistics Association
of Britain

Organisational Handbook

This document contains all relevant and necessary information for the structure, organisation, and upkeep of *U-Lingua*, the Undergraduate Linguistics Association of Britain's quarterly magazine. It has been written to ensure ease of management during its oversight and of transition during the handover period between National Committees of ULAB.

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

Thank you for your cooperation,

S. C. Jat

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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 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* (Undergraduate - *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 The Editorial Team, Writers, and the National Chair of ULAB

The Editorial Team of *U-Lingua* is made up of eleven individuals. The magazine is overseen by the Editor-in-Chief, who is administratively supported by the Secretary, and with whom four Section Editors and four Columnists correspond to organise their respective Sections (by leading associated Writers) and Columns. These are then compiled into a designed publication by the Editorial Designer. The National Chair of ULAB also holds some special privileges to ensure the magazine keep on course to meet ULAB's aims and requirements.

2.1 Editor-in-Chief

The Editor-in-Chief of *U-Lingua* is ultimately responsible for the successful completion of all aspects of the magazine. Most prominently, this will involve assuring the quality of articles and Column content meet a sufficient standard, with corresponding Section Editors and Columnists, but it will also involve endorsing articles and Column content to be written (with the National Chair of ULAB to some extent; see §3.2), editorship of Columns, providing advice when needed to the Editorial Designer during design, proof-reading the Second Draft of the magazine, and coordinating *U-Lingua*'s advertisement with the Social Media Coordinator of ULAB. They are also in charge of the hiring the rest

of the Editorial Team, which can be done by means they deem most appropriate. See §2.7 for more.

The post of Editor-in-Chief is to be a named position on the National Committee of ULAB, and as such the role will be filled in accordance with standard election procedures for ULAB. The Editor-in-Chief must be an undergraduate student of linguistics (or a related area) at the beginning of their term of office.

2.2 Secretary

The Secretary of *U-Lingua* is responsible for some aspects of the administration of the magazine, in support of the Editor-in-Chief. Their role includes (but is not restricted to) looking into and managing the printing of the magazine (an initiative *U-Lingua* is hoping to undertake to expand its readership); liaising with the ULAB Webmaster to ensure digital access to articles and content; assisting in the distribution of the magazine to schools and universities; coordinating with the Treasurer of the ULAB National Committee and following up on payment of subscription fees of print issues; and being responsible for taking record of Editorial Team meetings.

The post of the Secretary is to be filled annually, at the discretion of the hiring policies of the Editor-in-Chief. The Secretary must be, or must have been, a student of linguistics (or related areas) at some time during their tertiary education. Though priority should be given specifically to undergraduates in the hiring process, age or education status should not be a limiting factor.

2.3 Section Editors

The four Section Editors of *U-Lingua* are individually responsible for ensuring the successful completion of their Section of the magazine. Their roles include proactively having to find, support, and encourage members of ULAB, or anyone else, to write articles for *U-Lingua*; to ensure that at least one article for their Section per quarterly issue be completed in a timely fashion; to help and guide Writers determine the content and formatting of their articles, making sure of suitability for the magazine and its readership; to liaise with the Editor-in-Chief concerning the article(s) proposed for inclusion in their Section of *U-Lingua*, and to relay any feedback to the Writer(s) of the article(s); to ensure that their Section is ready for publication for a date specified by the Editor-in-Chief; to review the First Draft (with the National Chair of ULAB) by scrutinising their Section following compilation and design by the Editorial Designer; and, to reach out, when appropriate, to professionals in their Section's area of interest to ask for inside information or to source Guest Writer appearances.

The posts of the Section Editors are to be filled annually, at the discretion of the hiring policies of the Editor-in-Chief. All Section Editors must be, or must have been, a student of linguistics (or related areas) at some time during their tertiary education. Though priority should be given specifically to undergraduates in the hiring process, age or education status should not be a limiting factor.

2.4 Columnists

Columnists for *U-Lingua* are individually responsible for ensuring the successful completion of their Column in the magazine. Their role includes writing content for their respective Columns in a timely fashion, in line with the Column content guidelines set out in the Organisational Handbook (§4) and in accordance with the formatting guidelines required; to ensure suitability of their content for the magazine and its readership; to liaise with the Editor-in-Chief concerning their proposed Column content; to ensure their Column is ready for publication for a date specified by the Editor-in-Chief; to review the First Draft (with the National Chair of ULAB) by scrutinising their Column following compilation and design by the Editorial Designer; and, to reach out, when appropriate, to professionals in their Column's area of interest to ask for inside information or to source Guest Writer appearances. It should be noted that Columnists are encouraged to write a minimum of two pieces during their time managing the Column, and are encouraged to invite experts in specific areas to contribute for relevant topics.

The posts of the Columnists are to be filled annually, at the discretion of the hiring policies of the Editor-in-Chief. All Columnists must be, or must have been, a student of linguistics (or related areas) at some time during their tertiary education. Though priority should be given specifically to undergraduates in the hiring process (except for in the case of the Outreach Column, see §4.2.10), age or education status should not be a limiting factor.

2.5 Editorial Designer

The Editorial Designer of *U-Lingua* is chiefly responsible for ensuring that each issue of the magazine be appropriately and comprehensibly designed, styled, and formatted in accordance with their own creative vision, the *U-Lingua* Style Guide, and to the approval of the Editor-in-Chief. Their roles include coming up with a suitable layout for each page and each article; sourcing and correspondingly crediting the rights' owners of photographs used in each issue, for Section header pages, article pages and Columns; and, making sure the whole magazine appears to a highly professional standard.

As with Section Editors and Columnists, the post of the Editorial Designer is to be filled annually, at the discretion of the hiring policies of the Editor-in-Chief. All Editorial Designers must be, or must have been, a student of linguistics (or related areas) at some time during their tertiary education. Though priority should be given specifically to undergraduates in the hiring process, age or education status should not be a limiting factor.

2.6 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.

There should be no restriction placed on who can be a Writer for *U-Lingua*. Ordinarily, the Editorial Team should aim that current students of linguistics be encouraged to write for the magazine, to give a platform to the widest readership of *U-Lingua*. However, Guest Writers (individuals not currently studying linguistics; e.g., professionals in linguistics-related areas, career academics, etc.) may also be approved, and should be encouraged, to write for *U-Lingua*.

2.7 National Chair of ULAB

Given that *U-Lingua* serves, to some extent, as a promotional tool for ULAB and its activities, the National Chair of ULAB is given a seat at the table of the Editorial Process; though they are not a member of the Editorial Team of the magazine. Their roles in the production of quarterly issues include: liaising with the Editor-in-Chief during article endorsement; completing a comprehensive review of each First Draft at the same time as Section Editors; and, advising on the annual order of the ‘Meet...’ Section (see §4.2.3).

2.8 Tenure, Hiring, and Rehiring

All posts on the Editorial Team are to last a full year in length; that is, each member of the Editorial Team should contribute to four issues of the magazine under ordinary circumstances.

The role of Editor-in-Chief is a named position on the National Committee of ULAB. This means that the post will be elected by the attendees of the annual ULAB Conference at the Annual General Meeting hosted therein. Following their election at the Conference, the Editor-in-Chief should set out to hire the Editorial Team of *U-Lingua* in time to produce that Team’s first issue of the magazine.

The hiring policies chosen by the Editor-in-Chief are not to be specified here. The appropriateness of different options will vary on a yearly basis, and as such cannot be prescribed pre-emptively.

Should a member of the Editorial Team leave their position during their tenure, the Editor-in-Chief should look to advertise their position to be refilled in a timely fashion. The incoming Team member would then be responsible for completing the remainder of the original person’s tenure (i.e., up to 4 issues).

3 The Editorial Process

3.1 Timeline

The Editorial Process of *U-Lingua* can be divided into four key stages: endorsement, writing, approval, and design. It is to occur over a three-month period; two months of which are afforded to the first three stages (mostly, to writing) and one month to design.

Exactly one month (four weeks) before each issue’s publication date, the Designer’s Deadline occurs: this date marks when all articles should be fully completed by Writers, Columnists and Section Editors; thus, no deadline set by the Editor-in-Chief or a Section Editor can fall after the Designer’s Deadline. Here is a basic representation of the timeline:

- (1) Week 1 to Week 8: Article and Column Content Endorsement, Writing, and Approval
- (2) Week 8, Day 7: Designer's Deadline
- (3) Week 9 to Week 11: First Draft design
- (4) Week 11, Day 1 to Day 4: First Draft review by Section Editors and Editor-in-Chief
- (5) Week 11, Day 4 to Day 7: Second Draft design and review by Editor-in-Chief
- (6) Week 12, Day 1: Publication of Third Draft

3.2 Article and Column Content Endorsement

Every article and Column written for *U-Lingua* needs to be endorsed by the Editor-in-Chief before commencement by the Writer or Columnist. The idea(s) for an article should be presented for endorsement either by the prospective Writer themselves or a Section Editor. The idea(s) for Column content should be presented for endorsement by the Columnist. The appropriateness of the idea to the magazine, and then to a particular Section or Column, will be determined by the Editor-in-Chief in collaboration with Section Editors or Columnists; should the Editor-in-Chief foresee any potential issues with an idea being proposed that might negatively affect ULAB or its brand, they are to involve the National Chair of ULAB to determine whether to endorse it. This said, Writers and Columnists are encouraged to think out of the box to produce interesting content for *U-Lingua*, and the Editorial Team welcomes all ideas.

Following endorsement, the Editor-in-Chief will advise in a general manner how they would like the article and Column to appear once finished and, in the case of articles, assign the Writer to a particular Section Editor if required.

All article and Column content endorsements by the Editor-in-Chief should be reported to the National Chair of ULAB for the sake of the transparency of *U-Lingua's* operation. Should the National Chair find that an endorsed article or Column's eventual publication may transpire to damage the reputation or brand of ULAB, or fail to meet the aims or goals of ULAB, they may request that the Editor-in-Chief pull the article/Column content in question from the final publication, to which the Editor-in-Chief can consent or with which they can contend.

Whereupon there occurs a disagreement between the National Chair and Editor-in-Chief concerning the publication of an endorsed article/Column, a vote of remaining members of the National Committee of ULAB and the Editorial Team of *U-Lingua* shall be held. The motion shall pertain to the following title: 'should ULAB and *U-Lingua* allow the writing of [ENDORSED ARTICLE/COLUMN CONTENT'S TITLE]?', with the voting options being 'allow', 'disallow', or 'abstain'. Only a two-thirds majority vote for 'allow' can see the article be written; all other outcomes result in 'disallow' winning the vote.

3.3 Writing

3.3.1 Articles

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 following is a non-exhaustive list of potential types of articles:

reviews, interviews, reports, essays (of more general interest), summaries, and recommendations.

3.3.2 *Columns*

Columns written for *U-Lingua* should fall in the lower range of 500 to 800 words approximately. This guideline has been set to balance readability with comprehensiveness. Column content should follow the overarching purpose of each Column, detailed in §4.2, and can (but should not be limited to) be presented in the form of reviews, interviews, reports and summaries.

3.3.3 *Initial Drafts*

During the process of writing an article, Writers are expected to collaborate with their Section Editor, while Columnists are expected to collaborate with the Editor-in-Chief (and any Guest Writers, should the need arise). It is expected, and advised, that this process occur over a number of drafts and redrafts to ensure that a sufficient standard be met. In this endeavour, Section Editors and the Editor-in-Chief are encouraged to: suggest content addition or removal; make grammatical or formatting corrections; and, ensure referencing be completed correctly and responsibly.

Once Section Editors, Columnists and the Editor-in-Chief are fully satisfied that the article or Column content under their editorship has been produced to the highest standard possible, they are to send a final draft to the Editor-in-Chief for comments and/or approval.

3.3.4 *Comments and/or Approval*

Having received a final draft of an article from a Section Editor or Columnist, the Editor-in-Chief is to read and scrutinise it completely. Should anything not meet their satisfaction, they are able to send the draft back to Section Editors or Columnists with comments for changes. At this stage, comments from the Editor-in-Chief should ideally pertain only to key issues, such as: potential avenues for exploration by the Writer or Columnist, unreferenced sources, or superfluous inclusions.

After receiving a final draft from a Section Editor or Columnist, or after changes resulting from given comments, the Editor-in-Chief should then give their approval for the article to be published in *U-Lingua*. Following this stage, the role of Writers is over in the Editorial Process.

3.3.5 *Deadlines*

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

Although circumstances will vary on a case-by-case basis, this four-week period should ordinarily be composed of up to three weeks of drafting with the assistance of a Section Editor (for articles) or the Editor-in-Chief (for Columns) and up to one week of responding to comments from the Editor-in-Chief, should any be given.

Should the Editor-in-Chief request that an article or Column 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 or Columnist to this deadline that they may be held accountable for having failed to meet it. Otherwise, the Writer or Columnist will still be expected to adhere to the ordinary four-week deadline.

Writers and Columnists 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.

3.3.6 Referencing

To maintain academic standards whilst being non-academic in style, articles and Column content (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 three 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>.

3.4 Design

3.4.1 Principles

Editorial Designers should note that it is advised certain aspects of each issue's design do not require much alteration. The Contents page, the blue header, the page number design, the magazine's colour scheme, and the font used (see the *U-Lingua* Style Guide for more information) are all examples of magazine features that should stay relatively consistent.

However, Editorial Designers are encouraged to express themselves creatively in the annual cover design change: each standard four-issue tenure of the Editorial Team should be marked with a fresh cover design. Any element of the magazine that does not seem representative of an important design staple should be considered, to a certain extent, an opportunity for inventive redesign.

Further, there is considerable scope for freedom of creative expression regarding the design of each individual page when considered in tandem with its content. Some pages (and some articles) might require: a certain number of columns, a specific photograph along with placement in a specific location, or an imaginative background design for a particular Section.

3.4.2 First Draft

Following the passing of the Designer's Deadline, the job of the Editorial Designer begins. This process is afforded one month (four weeks) to complete, ready for the publication date of that particular issue. The first three weeks of design are allotted to the Editorial Designer to produce a First Draft of the entire issue.

Once they have completed this draft and are satisfied that it has been finished to a sufficient standard, it is to be sent out to Section Editors (for articles) and the Editor-in-Chief (for Columns) to check the design, formatting, and layout of specific Sections and Columns, on a date no later than a week before publication. Section Editors are expected to carry out this review of their own Section within four days of receipt of the First Draft (or within a week should the Editorial Designer complete the First Draft early) and should send in-depth comments back before the end of the respective period, if any are required. The same deadlines apply to the review of Columns by the Editor-in-Chief.

At the same time as the First Draft is sent to Section Editors and the Editor-in-Chief, it should also be sent by the Editorial Designer to the National Chair of ULAB. Here, it is the role of the National Chair to carry out a formatting sweep of the magazine, to suggest minor inclusions or changes to features of the magazine not pertaining to articles' and Columns' contents (such as to elements directly relating to ULAB), and to give the official approval of ULAB for publication. The continuation of the Editorial Process is contingent upon receipt of this approval, and no Second Draft can be sent to the Editor-in-Chief without it.

3.4.3 Second Draft

Upon receiving comments from Section Editors and the Editor-in-Chief regarding their own individual Section or Column, the Editorial Designer is then to make the appropriate corrections and send a Second Draft of the issue to the Editor-in-Chief for approval. In this final check, which is afforded as long a time as remains before the publication date of that issue, the Editor-in-Chief is to inspect and scrutinise every page of the magazine to ensure its quality. Any comments they have should be relayed to the Editorial Designer for alteration.

3.4.4 Third Draft

Once the Editor-in-Chief is satisfied that any requested alterations to the Second Draft have been completed, the issue in question can be approved for publication. At this point,

the Editorial Designer should convert the file type chosen for designing into a .pdf file for uploading by the Editor-in-Chief onto Issuu.

3.5 Publication

It is the responsibility of the Editor-in-Chief to ensure that the Third Draft of any issue of the magazine be published in time on the magazine's Issuu website. Prior to publication, the Editor-in-Chief should liaise with the Social Media Coordinator of ULAB to arrange suitable advertisement upon its release. Any mistakes spotted in the publication beyond this point can be easily corrected by referring them to the Editorial Designer for a redraft, wherein Fourth, Fifth, or Sixth (etc.) Drafts can be reuploaded for that specific issue on Issuu.

4 Magazine Structure

4.1 Overview

The skeleton of any issue of *U-Lingua* should represent the following:

- (1) Cover page with title, issue information, ULAB logo, and article previews
- (2) Contents page
- (3) Welcome to *U-Lingua*
- (4) Editor's Letter
- (5) Meet...
- (6) *Hot off the Press* (News and Culture)
- (7) *Behind The Bookshelves* (Academia)
- (8) *Beyond the Page* (Industry) – might change name?
- (9) (Historical)
- (10) Column: *A Hands-On Approach* (Puzzles)
- (11) Column: *Words, Words, Words* (Literature)
- (12) Column: *Curiouser and Curiouser* (Outreach)
- (13) Column: *Anatomy of a Linguist – What Keeps Us Up at Night* (Miscellaneous Food for Thought)
- (14) Editorial Team and Photo Credits
- (15) Back page with social media links of ULAB

4.2 Sections

The following Section of the Organisational Handbook gives some useful information regarding pertinent Sections and Columns of *U-Lingua*, of which Editorial Teams would do well to be aware.

4.2.1 Welcome to U-Lingua

Each issue should begin with welcoming remarks from the National and Local Chairs of ULAB. In these, they should aim to inform the readership of *U-Lingua* of their recent activities, possible updates on projects, or plans for the future. This space should also serve as a place in which National and Local Chairs can talk very briefly about anything

they wish. Such topics might include: something relevant they enjoyed reading/listening to recently, praise for a particular ULAB Committee member, or an experience they have had from which they might draw some interesting, relevant, meaning.

4.2.2 *Editor's Letter*

Each issue of *U-Lingua* should begin with a series of opening remarks from the Editor-in-Chief. These should reflect on the current issue's strengths, express gratitude to those who contributed to that issue's production, and indicate what might be in store for the next issue. This space may also serve as a place for the Editor-in-Chief to highlight the individual efforts of a particular contributor, advertise to readers about the possibility to become a Writer, or anything else that they deem sufficiently relevant for inclusion.

4.2.3 *Meet...*

For each issue of *U-Lingua*, given the rotational nature of the National Committee, Local Committee, and Institutional Representative team of ULAB, and the Editorial Team of *U-Lingua*, there will be a set of individuals to introduce to the readership of the magazine. As such, it is advised that each group should be introduced in the following order of issues:

- January 1st – National Committee of ULAB
- April 1st – Local Committee of ULAB
- July 1st – Editorial Team of *U-Lingua*
- October 1st – Institutional Representatives for ULAB

This said, it should be up to the Editorial Team to coordinate with the National Chair of ULAB, and the other three groups of individuals, to decide on an order that best suits the needs of ULAB for that particular year.

4.2.4 *Hot off the Press (News and Culture)*

The first Section of *U-Lingua* to be overseen by a Section Editor is the News and Culture Section, named *Hot off the Press*. The purpose of this Section is to provide useful and interesting information regarding current affairs and recent developments within the world of linguistics-related activities (i.e., work or study). It should also explore the role of linguistics in international society (i.e., the relationship between language and current society).

Articles in this Section might range from highlighting work in linguistics that has made mainstream news, to reporting on an experience at a summer school, or from reviewing a recently- released book/film/series/podcast with language/linguistics as a central theme to explaining the aims, subject matter, and findings of a newly-established area of research. Pop linguistics should also be a primary focus.

4.2.5 *Behind The Bookshelves (Academia)*

The second Section of *U-Lingua* to be overseen by a Section Editor is the Academia Section, named *Behind The Bookshelves*. The purpose of this Section is to provide stimulating, thought-provoking, and detailed information regarding the academic world of linguistics whilst ensuring that the complex topics broached remain approachable and understandable for all readers.

Articles in this Section might range from exploring an impactful, newly-published concept in a particular sub-discipline of linguistics to soliciting an interview from an important academic about their life and work, or from shining a spotlight on the research being undertaken in a particular department or research group of a university to reporting on new, funded PhD opportunities across the world.

4.2.6 Beyond the Page (*Industry*)

The third Section of *U-Lingua* to be overseen by a Section Editor is the Industry Section, named *Beyond the Page*. The purpose of this Section is to give readers valuable insights into where the professional world intersects with language and linguistics.

Articles in this Section might range from illuminating the role of an industry professional (via the format of an interview, day-in-the-life article, etc.) relevant to linguistics to examining how language/linguistics has been used in a particular professional domain to tackle a problem, or from presenting businesses whose activities revolve around the use of languages or principles in linguistics to provide a good or service to listing relevant job openings for *U-Lingua*'s readership.

4.2.7 Through the Ages (*History*)

The fourth Section of *U-Lingua* to be overseen by a Section Editor is the History Section, named *Through the Ages*. The purpose of this section is to explore linguistics diachronically: both in terms of theoretical developments as well as language-specific and typological trends.

Articles in this Section might range from overviews of linguistic theory over time to etymological gleanings and discussions about language contact and emergence. This Section could also expound upon the work undertaken in dialectology, conlanging (in relation to inspiration taken from typological and historical considerations), or even language revival (where academic efforts aim to rejuvenate endangered or extinct languages).

4.2.8 A Hands-On Approach (*Puzzles*)

The first Column in *U-Lingua* to be managed by one or two Columnists is be the Puzzles Column named *A Hands-On Approach*. The purpose of this Column is twofold: first, to present the *U-Lingua* readership with insights into where problem writing/solving and linguistics meet; and second, to provide linguistics-themed light relief for the magazine in the form of puzzles. Each issue should include the answers to the puzzles from the previous issue.

The Column should include a short and concise piece which might range from explaining the role or impact of puzzle-making in linguistics for linguistic education to expanding on noteworthy developments or cases in the forensic applications of linguistics, or to giving tips for how best to go about writing/solving puzzles. Puzzles in this Column might come in the form of UKLO- (United Kingdom Linguistics Olympiad) or IOL- (International Olympiad of Linguistics) style problems, classic logical (formal or informal) or semantic problems from philosophy (e.g., *how many interpretations does the following sentence have?*), or more basic, newspaper-style puzzles with a linguistic theme. These puzzles should be sourced by the Columnist, and should include those written by current undergraduate and postgraduate students of linguistics.

4.2.9 Words, Words, Words (*Literature*)

The second Column in *U-Lingua* to be managed by the Literature Column named *Words, Words, Words*. The purpose of this Column is to explore linguistics in the context of cross-linguistic classic and contemporary literature, to integrate the study of linguistics with its practical implementation and manifestation in an area which departs from the less stylised use of language in society.

Contents of this Column can range from the linguistic particularities of specific authors or genres across the world's languages to potential of bilingual texts; investigating the gap between oral and written literary traditions or the portrayal of metalinguistic awareness within works of literature.

4.2.10 Curiouser and Curiouser (*Outreach*)

The third Column in *U-Lingua* to be managed by one postgraduate Columnist is the Outreach Column named *Curiouser and Curiouser*. The purpose of this Column is to create a space for current and prospective undergraduate students of linguistics to voice academic enquiries which might be answered by current undergraduates and postgraduates. This will allow *U-Lingua* to accommodate a wider range of readers.

These inquiries can range from the “alternative prospectus” of studying linguistics (e.g., *What does sociolinguistics really entail?*) to more specific topics of interest (e.g., *How can one minimise production effects in psycholinguistic experiments?*). Where possible, it would be ideal to incorporate responses from experts in the area as much as possible.

4.2.11 Anatomy of a Linguist – What Keeps Us Up at Night (*Miscellaneous Food for Thought*)

The fourth Column in *U-Lingua* contains miscellaneous Food for Thought named *Anatomy of a Linguist – What Keeps Us Up at Night*, and is managed by a single Columnist. The purpose of this Column is to explore a variety of research topics and points of interest within the field at large, which might not fit into the other Sections, such that the Columnist can issues and discussions to the table and briefly outline their thoughts around them.

Contents of this Column will be decided at the discretion of the Columnist in conjunction with the Editor-in-Chief, and can range from research ideas and proposals to criticisms about linguistics-related current affairs, or any linguistic topic of discussion the Columnist would like to share their thoughts on.

5 Amendments

Any amendment to this Organisational Handbook can be proposed by any member of the National Committee of ULAB or any member of the Editorial Team of *U-Lingua*. All changes must be ratified by a majority vote of the Editorial Team.