

U-Lingua

The Magazine of The Undergraduate Linguistics Association of Britain

Organisational Handbook

This document outlines the information necessary to the structure, organisation, and upkeep of *U-Lingua*, the Undergraduate Linguistics Association of Britain's quarterly magazine. It has been written to ensure clarity and ease in the daily management over the magazine, the recruitment of new *U-Lingua* editorial team members, and during the handover periods between successive ULAB National Committees.

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.

This version of the Organisational Handbook is up-to-date as of April 2022.

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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 UK (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 - *lingua* 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 around twelve individuals. The magazine is overseen by the Editor-in-Chief, who is administratively supported by the Secretary, and with whom five Section Editors and three 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 Social Media Secretary is in charge of publicising *U-Lingua* on various social media platforms. 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 five Section Editors of *U-Lingua* are individually responsible for ensuring the successful completion of their Section of the magazine (jointly responsible, in the case of the *Voices* Section), in line with the Section content guidelines set out in the Organisational Handbook (§4). Their roles include proactively having to find, support, and encourage students with an interest in linguistics, whether or not they are members of ULAB, 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 the Advice Column, see §4.2.6), 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 Social Media Secretary

The Social Media Secretary of *U-Lingua* is responsible for publicising *U-Lingua* and maintaining its public image on various social media platforms, including by posting about new Issues of the magazine, specific articles in each Issue, and calls for content-submission for upcoming Issues. They must work closely with the Editorial Designer and Editor-in-Chief to create eye-catching and informative posts, and to maintain the branding of *U-Lingua* as cohesive and accessible.

As with other roles mentioned above, the role of Social Media Secretary is to be filled annually, at the discretion of the hiring policies of the Editor-in-Chief. All Social

Media Secretaries 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.

2.7 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*.

2.8 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 §4.2.4).

2.9 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 7: Article and Column Content Endorsement, Writing, and Approval
- (2) Week 7, Day 7: Designer's Deadline
- (3) Week 8 to Week 10: First Draft design
- (4) Week 10, Day 1 to Day 4: First Draft review by Section Editors and Editor-in-Chief
- (5) Week 10, Day 4 to Day 7: Second Draft design and review by Editor-in-Chief
- (6) Week 11, Day 1: Advanced copies sent to ULAB members by Webmaster
- (7) 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 800 to 1,200 words approximately, unless otherwise stated. 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.

Exceptions to the 800-1,200 word count include the short articles in the *Curiosities* section (see §4.2.9), which should not exceed 500 words. Exceptions to the word count may also be made for interviews or other articles that include verbatim content from multiple contributors, where a different article length will better represent the views of interviewees and other contributors.

3.3.2 Columns

Columns written for *U-Lingua* should follow the same length and format recommendations as for articles, as outlined in §3.3.2. Column content should follow the overarching purpose of each Column, detailed in §4.2, and should have some degree of cohesion between the four Issues that each Columnist works on.

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.

Any work published as a part of *U-Lingua's* content is copyrighted by the magazine as follows:

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4 Magazine Structure

4.1 Overview

The skeleton of any issue of *U-Lingua* should represent the following, in the order given:

- (1) Cover
- (2) Contents
- (3) Welcome to *U-Lingua*
- (4) Editor's Letter
- (5) Meet...
- (6) *News* Section
- (7) *Voices* Section
- (8) *Reviews* Section
- (9) *Puzzles* Section
- (10) *Curiosities* Section
- (11) Credits for editing and photos
- (12) 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 Cover

The magazine cover is to include the magazine title (*U-Lingua: The Undergraduate Linguistics Association of Britain's Quarterly Magazine*), Issue information, ISSN, ULAB logo, Issue name, and a preview of article titles in the Issue. The Issue name should represent the theme of the *Voices* Section.

4.2.2 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.

4.2.3 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.

4.2.4 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:

July 1st – Editorial Team of *U-Lingua*

October 1st – Institutional Representatives for ULAB

January 1st – National Committee of ULAB

April 1st – Local Committee of 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.

4.2.5 News

News is the first Section of *U-Lingua*, and should include 2-3 articles overseen by a Section Editor. This section provides accessible and interesting articles on the role of language and linguistics in current affairs, and on significant recent findings in academic linguistics.

Articles in this Section might include highlighting the role of language and linguistics in recent events or current social issues, reporting on major advances in linguistic research, or introducing new subfields of linguistics. Articles should aim to be accessible to those without much prior knowledge of the topics in question, but still interesting and enjoyable to those who do.

4.2.6 Voices

Voices is the longest Section of *U-Lingua*, to be overseen by 2 Section Editors and 2 Columnists. Each Columnist is expected to contribute 1 article per Issue for their Column, and each Section Editor to oversee 2-3 articles, making a total of 4-6 articles. The aim of this section is to amplify the voices of different areas of linguistics, and different people who work in linguistics and its various applications.

One of the Columns should be an Advice Column (proposed name: *Agony Artie*, after Artie the ULAB mascot), written by a 4th-year undergraduate student or a recent graduate, where they dispense academic and non-academic tips and advice on topics such as such as essay-planning, linguistics software (IPA fonts, LaTeX, etc), finding linguistics-related jobs, etc.

Otherwise, the subject matter of this Section is flexible, to be discussed Issue-by-Issue between the Section Editors, Columnists, and Editor-in-Chief. There should be some thematic cohesion between the articles in this section, and articles should represent a

variety of formats and content. Articles should aim to be accessible to those without much prior knowledge of the topics in question, but still interesting and enjoyable to those who do.

The theme for the other Column and the delegation of roles between the two Sections Editors are decided through discussions between them and the Editor-in-Chief. Possible themes for this second Column include exploring aspects of linguistics in various types of literature, summarising academic debate in linguistics, giving overviews to the works of particularly prolific researchers, or interviewing linguists who work in industry. One possible way to delegate between the two Section Editors is for one Section Editor to commission articles about linguistics in industry (e.g. forensic linguistics, speech and language therapy, lexicography, tech), while the other Sector Editor commissions articles about topics in general linguistics (e.g. phonology, sign language, language revitalisation, history of ideas about language).

4.2.7 Reviews

The *Reviews* Section of *U-Lingua* consists of 2 Columnists, each of whom are expected to contribute 1 article per Issue for their Column. Between them, the Columnists review a wide variety of things that have language and linguistics as a core focus, including but not limited to books, films/television, podcasts, blogs, games, and constructed languages.

4.2.8 Puzzles

The *Puzzles* Section of *U-Lingua* to be overseen by 1 Section Editor, producing 1-2 linguistics-related puzzles per Issue, and then their solutions in the following Issue. 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 Section Editor, either by commission or through the rolling submission webform on the ULAB website. The Section should include puzzles written by current undergraduate and postgraduate students of linguistics.

4.2.9 Curiosities

Curiosities is the final Section in the magazine, and aims to provide light-hearted, fast-paced, linguistics-themed entertainment for readers. The Section is curated by 1-2 Section Editors to create a 2-page spread and source short articles (< 500 words).

The 2-page spread features linguistics-related memes, art, jokes, and shower thoughts, sourced by a rolling submission on the ULAB website. The short articles in this section are sourced either through the rolling submission, or by commission per Issue. Their content may represent either of the following: i) description of a linguistic phenomenon that they think is very interesting but cannot explain for themselves, or ii) description of 'something cool that they think more people should know about', such as a cool morphological alteration in a language that they read about.

4.3 Additional Comments

4.3.1 On Section Editors Writing for U-Lingua

The principle role of Section Editors for *U-Lingua* is to commission and edit articles from other authors, but they are also permitted to write for *U-Lingua*.

There is no restriction on Section Editors taking up commissions from another Editor working on the same issue of the magazine.

A Section Editor may also take up their own commissions, subject to discussion with and approval by the Editor-in-Chief, if the proposed topic for an Issue is of particular interest to the Section Editor. They must ensure that the writing process does not impinge on their editorial work for the Issue.

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.