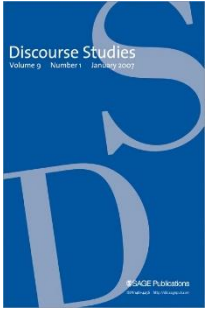




Discourse & Society



Discourse Studies



Discourse & Communication

Pre-review your own paper!

If you want your paper to be reviewed, please take the time to read **all** of this **carefully!**

NB. Once pre-reviewed your paper, do NOT send it to journals@discourses.org but to vandijk@discourses.org.

Please read this COMPLETE message (TO THE VERY END), because it has very specific instructions you must follow in order to submit your paper and how to send it to me. PLEASE TAKE THIS SERIOUSLY IF YOU WANT YOUR PAPER TO BE REVIEWED.

Dear author(s),

We get many manuscripts. Unfortunately, only a few of these can be published.

In fact, a large majority of papers submitted do not really fit the editorial policy of our journals.

To significantly enhance the chance that your paper will be accepted for review and eventually published, you must "pre-review" it yourself.

Such a pre-review consists in carefully checking your paper against our *Criteria for Preferred Papers*.

For each of the journals, you can find these *Criteria* on my website www.discourses.org. They are also summarized below.

If you have published another paper in our discourse journals in the last 3 years, please see H.6 below.

The most important criterion (A. below) is that your paper is (obviously) not only about discourse, **but also engages in discourse *analysis***.

More than half of all papers (also otherwise excellent papers) submitted are rejected because they fail to provide such an explicit, systematic analysis of text or talk.

Actually, even many of the self-reviewed papers sent to us and that claim to engage in discourse analysis do not satisfy the criteria outlined below, so **PLEASE MAKE SURE TO READ THESE CRITERIA CAREFULLY. PLEASE BE SELF-CRITICAL IN YOUR SELF-REVIEW.**

A rejection of your paper may be limited to merely mentioning the Letter/Number(s) of the Criteria listed below.

If you are not a discourse/conversation analyst, it is crucial to first check what we understand by such an analysis of text or talk, so check the following explanation:

www.discourses.org/journals/What-is-Discourse-Analysis.pdf

A. As a crucial check of such DA, make sure to pre-review the sections of your paper in which you purport to provide such an analysis: *If you merely summarize, paraphrase or merely comment on the content of a discourse fragment, this is not discourse analysis according to our criteria. Explicit discourse analysis is formulated in the terms of contemporary theories of the structures, strategies or processes of discourse and/or its relations with its cognitive, social, cultural or communicative contexts. Please remember that qualitative discourse analysis is NOT (quantitative) content analysis. Detailed, systematic and theory-based analysis of actual discourse fragments is the first aspect of your paper we check, and on which grounds most papers are rejected, so please make sure to pre-review this criterion. Non-satisfaction of this crucial criterion is sufficient ground for rejection of your paper.*

B. Does your paper really fit your discourse journals? Please check **which papers will be referred to other journals:**

B1. Papers on *literary or other artistic* (including biblical, lyrics of songs) discourse are referred to (the many) journals of literature or the arts, even though the aims and methods may be discourse analytical. This includes papers on film, TV series, theatre, and related genres.

B2. Papers on speech acts, etc. are referred to journals of *pragmatics*.

B3. Papers on language policy, language varieties, etc. are referred to journals of *sociolinguistics*.

B4. Papers on single words, clause or sentence structures (even when studied as parts of discourse) will usually be referred to *linguistics* journals.

B5. Papers on applied linguistics (language learning, etc.) will be referred to journals in that area.

B6. Papers on translation will be referred to journals of translation studies.

B5. Papers on EFL, ELT, etc. will be referred to journals in that area.

B6. Comparative genre papers, e.g., comparing genre properties in one language and (mostly) English, have no priority, and are recommended to be submitted to journals of Applied Linguistics, or local/national journals of language or EFL. More generally, genre papers can only be accepted if

they make a very original, new contribution, and not merely apply the same theories to another well-known (e.g. academic) genre.

If your paper engages in explicit discourse analysis as defined, please *carefully also check* whether your paper satisfies the following criteria: The more criteria it satisfies, the greater the chance your paper will be reviewed and accepted.

- C. All papers should feature a **theoretical framework** that integrates *contemporary* research in one or more areas of discourse/conversation studies (such as grammar (phonology, syntax, semantics), pragmatics, rhetoric, stylistics, genre theory, or the studies of conversation, narrative, argumentation, etc.) or its related fields, such as psycholinguistics, the psychology of text processing, sociolinguistics, pragmatics, semiotics, etc. Papers that do not refer to *contemporary* studies in discourse analysis are nearly always rejected.
- D. For the journal *Discourse & Society* it is crucial that this framework *also deals with some area or problem of the social sciences*. Papers for this journal should be oriented towards some *important social or political problem*. If not, please submit a discourse analytical paper rather to our general discourse journal *Discourse Studies*.
- E. For the journal *Discourse & Communication*, the theoretical framework obviously should also feature elements of theories in *any of the many fields or issues of communication research*.
- F. All papers must feature explicit discourse analyses of (fragments of) a **sizable corpus of text or talk**. *We do not usually publish papers based on one single text or conversation*.
- G. We prefer **substantial papers**, for instance papers that have been written as **part of a larger research project** and on the basis of a corpus of discourse, aims and problems the author(s) have worked on for a longer period. In other words, we do not usually publish ad hoc papers based on one or two discourses.
- H. We particularly welcome papers that satisfy various kinds of **diversity**:
 - H.1. We endeavor to publish the scholarly work of **women and men from many countries and cultures**, and pay special attention to papers that come from regions of the world from where we receive few papers.
 - H.2. Avoid using just one theory, method, school, approach, 'guru' or 'sect' in any are of discourse studies: **Try to combine various approaches, theories, methods**.
 - H.3. We welcome **multidisciplinary** papers.
 - H.4. Our journals are **international**, so show that your paper fits that criterion by including references (theories) in various languages from several countries and cultures of the world. This applies -- of course -- especially also to authors from English-speaking countries.
 - H.5. Similarly, also try to include **data in different languages** and from different countries/cultures, so as to broaden the empirical base of your study.
 - H.6. Also because the discourse journals are usually overbooked, **the same author(s) in principle cannot be published more than once within 3 years**, so as to give other authors a chance to get published, and in order to guarantee diversity of authors, topics, theories, methods or data. However, very unique, original or otherwise brilliant papers will always be welcome, so this restriction will be flexibly applied.
- I. Like all readers, we prefer papers that are based on **unique, interesting data**. Avoid data or examples everybody uses...
- J. Papers should be **original** and should show it. If it is on a topic on which much other work already has appeared, *explain why and how your paper contributes something new and interesting*
- K. Begin the paper with an **introductory section** in which you clearly tell the readers what you are going to study, of what data, why, how and in what theoretical framework.
- L. We have readers from many disciplines. So, we especially favor a **clear, accessible and pedagogical style that avoids unnecessary jargon**. As a very useful criterion, please ask some graduate students to read the paper, and follow their recommendations for revision of readability.
- M. The **recommended length** of the paper is between 7000 and 8000 words. Please do not exceed this too much. We have no space for very long papers.
- N. We don't have specific limitations on the **methods** (not) to be used in the paper. But analyses should be systematic and explicit, based on contemporary theories of specific discourse structures. Generally, these methods will be "qualitative", but may be combined with "quantitative" methods.

We generally do not publish studies that are ONLY quantitative, such as the study of mere lexical frequencies and collocations in **corpus studies**.

- O. To get an excellent idea of what kind of papers we publish: *Read (and refer to) some of the other papers we have published!*

We prefer quality over speed of publication. So, please follow these criteria as well as you can, so as to enhance the acceptability of your paper.

Publication of your paper in our discourse journals means worldwide exposure and citation, so it is essential to send the best possible, later, version of your paper, and not a first version. It is strongly recommended to ask other colleagues, experts and graduate students to read earlier versions of your paper and to integrate their suggestions in the version you submit.

Further instructions for submission of papers that satisfy these criteria

The paper should have a "cover sheet" with the following information: full name; institutional, private and e-mail address; telephone number(s); short title and size in words and bytes. The cover sheet should be part of the same file as the paper, as is the case for the abstract and an autobiographical note of 50-100 words.

For details about formatting, references, etc. see the style-sheet of the journals:
www.discourses.org/journals/style-sheet.pdf

Papers should be sent by email only, in **one file** (including abstract, biographical note, figures, tables, and appendices) in WORD (formats .doc or .rtf). The file should be attached to an accompanying message, in which you should identify yourself with your full name and address, and address the editor by name, one of the ways to distinguish your submission from -- unfortunately all too frequent -- SPAM. For the same reason, it is also strongly recommended that you add your full name to your e-mail address in the header of your message when that address does not clearly identify who you are; if necessary please edit the settings of your e-mail program accordingly. Do not attach your paper to a message without a personalized letter to the editor.

If your paper does not satisfy these criteria, please revise it before submitting it, or submit it to a journal that does not follow these criteria. Your paper may be an excellent paper, but not a discourse analytical paper, and in that case, please submit it to a journal of linguistics, psychology or one of the social sciences.

If your (revised) paper engages in explicit discourse analysis and satisfies all or most of these criteria, please send it to me personally at the following e-mail address:

vandijk at discourses dot org

with the following text on the Subject line: ***Pre-reviewed paper for*** followed by the name of the journal to which you submit your paper, for instance, ***Pre-reviewed paper for DISCOURSE STUDIES***. It is crucial not to forget this indication, because it tells us that you have read these instructions and applied its criteria.

In principle, you'll receive a (nearly) immediate confirmation of receipt of your paper, and within a few days my first evaluation (if you did not receive a confirmation of receipt within a week, please send me a reminder). If your paper satisfies our criteria, I'll let you know and forward your paper to one or more reviewers, from whom we expect a review within about one month. If your paper is accepted for publication, it will usually be published between 6 and 12 months after receipt of the final version. I apologize for this delay, which is due to the usually large number of papers on the waiting list.

If you have further questions, please contact me at the following e-mail address:

vandijk at discourses dot org.

Thank you for having read this (whole) message and applied its criteria. I shall be looking forward to reading your paper.

Cordially,

Teun A. van Dijk, Editor