

# Regulations for Manuscript Contributors to *Phonetics and Speech Sciences*

Adopted on January 14, 2009

Revised on March 31, 2014

Revised on March 9, 2016

Revised on January 25, 2019

**Article 1 (Qualification for submission)** Members of the society can submit their works, including manuscripts (manuscripts hereafter). Non-members who want to submit manuscripts shall gain membership by joining the society through the home page and paying an enrollment fee and an annual membership fee. In the case of a co-authored paper, the first author, corresponding author, and submitter shall be members, and non-member authors shall register as regular members on the Online Manuscript Submission System.

**Article 2 (Areas of research for submission)** Manuscripts in areas related to speech sound, such as phonetics, speech engineering, and speech disorders, can be submitted. A submitted manuscript shall be produced as a result of original research and shall never have been published in Korean or foreign publications.

**Article 3 (Classification of submission)** Submitted manuscripts shall be categorized into normal manuscripts and urgent manuscripts. Urgent manuscripts refer to “manuscripts submitted within 15 days from the submission deadline, for which urgent review was requested by the submitter and the urgent review fee was paid.” The same submitter cannot submit more than two manuscripts as a sole author in the same volume and issue.

**Article 4 (Method of submission)** The submission shall be made by logging in to the Online Manuscript Submission System. The submitter shall confirm all items in the Author Checklist, including the item regarding compliance with research ethics guidelines, and enter or select appropriate information according to the format of each screen. When submitting a manuscript, the submitter needs to choose between Normal Manuscripts and Urgent Manuscripts and enter the title, abstract, and keywords in the Title and Abstract screen in English, in addition to submitting the manuscript. The submitter shall enter the real names, affiliations, and positions of all authors in the Author screen. The manuscript shall be formatted according to the format of this journal and uploaded after deleting all author information. The manuscript shall not be submitted in a non-editable format such as PDF. The manuscript shall be prepared using HWP (recommended) or MS Word. However, a PDF file shall be submitted when requested by the editorial board in order to prevent errors from occurring due to differences in the editing environment.

**Article 5 (Deadlines for manuscripts)** Manuscripts are received anytime; however, the submission deadlines for each issue of the journal are as below.

- The journal issued in March: January 31
- The journal issued in June: April 30
- The journal issued in September: July 31
- The journal issued in December: October 31

**Article 6 (Review fee and publication fee)** The submitter shall pay a review fee of 60,000 won per manuscript before submission to the bank account designated by this journal. However, for an urgent manuscript, a review fee of 160,000 won shall be paid per manuscript. A publication fee per manuscript, which is 200,000 won up to eight pages, shall be paid (however, the Korean abstract

is not included in the page count). If the manuscript is longer than eight pages, an additional 20,000 won shall be paid per page. However, for a manuscript with a funding acknowledgment, an additional 150,000 won shall be paid.

(\*Account number: Nonghyup 355-000-7315-03 Account holder: The Korean Society of Speech Sciences)

**Article 7 (Language used)** Submitted manuscripts shall be written in English or Korean. Chinese characters shall be presented in parentheses (e.g.: 궁상각치우(宮商角徵羽), *wuxing*(五行)). In-text citations and the list of references shall be in English only. If a cited reference is a Korean manuscript, the title should be translated into English by the author based on his/her best knowledge or transliterated according to the romanization rules of the National Institute of the Korean Language.

**Article 8 (How to prepare a manuscript)** Manuscripts shall be prepared using HWP or MS-Word. Details of the manuscript format are as below.

Paper size	A4
Title and Abstract	Present in one column using a text box The abstract should be around 200 words (180-220 words)
Body layout	Two columns
Margins	Top, left, and right: 20mm Bottom: 18mm Footer: 15mm
Font style	English: Times New Roman Korean: HY SinMyeongJo

- The editorial board may request separate image files. If signs that are not typically used are used in a manuscript, notify the editorial board to this effect and submit the font file along with the manuscript. If a special font is used, notify the editorial board to this effect.
- The manuscript should be structured in the following order: English title, author names in English, author affiliations in English, English abstract, keywords, the body, Acknowledgment, References, and author information. The Acknowledgment can be inserted between the body and References with a blank line above and below the Acknowledgment. Details are as below.

English Title	12p
Author names in English	10p
Author affiliations in English	10p, Italic
English abstract	9p, 180-220 words
Keywords	9p, around 4 keywords
Headings	Section headings (1.) 10p, bold Subsection headings (1.1.) 10p, bold Sub-subsection headings (1.1.1.) 9p, bold
Body text	9p, spacing at 160%, indentation by 9p
References, author information	9p

- In principle, figures and tables should be placed on the same page of the corresponding body text or the next page when possible. The figures or tables should be positioned at the top or the bottom of the page. However, there can be exceptions when they must be positioned right next to the corresponding part of the body text. The use of high-resolution images is recommended. Figures or tables, if possible, should be fitted to the width of one column; however, they may span two columns if necessary. Tables and figures should

be numbered consecutively in the caption. In-text citations should follow the format “...in Figure 1...” or “... In Table 2 ...”

- In-text citation of references should be made in the below manner. Attention should be paid to spaces between parentheses and the placement of periods.

Examples of citing English papers
Hong (1996) states that ...
Hong & Lim (2009) find that ...
Hong et al. (2018) agree that ...
Krause & Braida (2004) verify that ...
Bride et al. (2017) concluded that ...

- If a relevant paper is cited in the body text after discussion of the content, a citation should be made as below.

Examples of citing English papers
... is the case (Hong, 1996).
... is the case (Hong & Lim, 2009).
... is the case (Hong et al., 2018).
... is the case (Hong, 1996; Krause & Braida, 2004).

- When multiple papers are cited, the following method is recommended. However, the method need not be followed if the references need to be presented in chronological order or for other reasons.
  - 1) The references should be ordered by the first author’s name in alphabetical order.
  - 2) The name of the author and the year of the cited paper should be separated by a comma (,) and multiple references should be separated by a semicolon (;).
  - 3) In the case of multiple papers written by the same author, separate them by a comma (,). In the case of multiple papers published in the same year, distinguish them by adding letters such as a, b, and c to the year. [Example] said ... (Braun, 1900; Carlton et al., 1750; Jackson, 1800a, 1800b, 1810; Romeo & Juliet, 1600; Wilson, 1650).
- The page number of the reference should come after the year. In this case, the year and the page number should be separated by a colon (:) without spaces. If multiple pages are cited, insert a hyphen (-) between the first page and the last page. [Example] said ... (Lim, 1700:15, 1710a:19, 1710b:91; Jeon et al., 1700:15-17, Hong, 1800:5; Johnson et al., 1999:130).
- Sometimes papers co-authored by three or more authors are cited in the format as in “Johnson, Wilson, & Jackson (1999)” to show all authors; however, this journal requires such references to be cited in the format “Johnson et al. (1999)” in the body text because detailed information is given in the References.
- Et al. originated from the Latin phrase *et alii*. Use of et al. has now become so common, as with i.e. (< *id est*) or e.g. (< *exempli gratia*), that it is not italicized.
- When previous works are mentioned in the body text, in principle, all of them should be presented. However, if for unavoidable reasons only some of them are cited, add the word “etc.” after the last reference. Expressions such as “among others,” “to name a few;” and “inter alia” may be used in English papers.

Example 1) said ... (Fox & Terbeek, 1977; Zue & Laferriere, 1979, etc.).

Example 2) ...a sight for sore eyes (Fox & Terbeek, 1977; Zue & Laferriere, 1979, among others).

If a paper cites software, follow the citation format given by the software, as in the case of Praat. Published references such as instructions, user’s guides, or manuals should be cited in the same way as books. If there are no published references, the information related to the cited content should be presented in the body text or a footnote in the Research method section. If software published on the Internet without written documentation needs for unavoidable reasons to be cited, citation should be made in the same way as other references.

**Article 9 (References)** The source of the works cited in a manuscript shall be provided in the list of references titled References. The paragraphs in the list shall be outdented by 10.2pt. The references shall be listed by the last name of the first author in alphabetical order. Multiple papers written by the same author shall be listed by the publication year and papers with a sole author should be presented before co-authored papers. Works listed in the References shall be provided in the format below.

Item	Format	Examples
Author names	<ul style="list-style-type: none"> <li>• In the order Last name, First name (initial), and (Other name initial(s))</li> <li>• Use initials and signs as presented in the source.</li> <li>• In case of more than one authors, place “&amp;” in front of the last author.</li> </ul>	<p>Musk, E. R. (2014). Paper title ...</p> <p>Musk, E. R., &amp; Hicks, J. R. (2011). The title ...</p>
Capitalization	<ul style="list-style-type: none"> <li>• Capitalize the first letter of major words for periodicals including journals and proceedings.</li> <li>• For more details, follow the APA reference list capitalization format.</li> </ul> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>✓ APA reference list capitalization: Major words should be capitalized for periodicals (journals, newspapers, magazines, and proceedings). Use sentence case capitalization for the rest.</li> <li>✓ Major words: Words excluding conjunctions with three or fewer letters, articles, and prepositions.</li> <li>✓ Sentence case capitalization: Capitalize the first letter of a sentence and proper nouns</li> </ul> </div>	<p>Musk, E. R. (2014). This is the paper title. <i>Phonetics and Speech Sciences</i>, 10(2), 35-47.</p> <p>Hicks, J. (2017). <i>This is a book title</i>. London: Springer.</p>
Italicization	<ul style="list-style-type: none"> <li>• Italicize the name of books and periodicals.</li> </ul>	<p>Ladefoged, P. (2013). <i>A course in phonetics</i>. New York: Heinle &amp; Heinle.</p> <p>Kim, M. (2019). The paper title. <i>Proceedings of ICPHS 2019...</i></p>
Online resources	<ul style="list-style-type: none"> <li>• Present the DOI if the document is a pre-printed version or clear information on volume number, issue number, or page numbers is not available because the journal in which the document is published is an online-only journal.</li> <li>• The format for the DOI is “https://doi.org/xxx.”</li> <li>• Specify other downloaded works and computer programs in the format “Retrieved from http://...”</li> </ul>	<p>Adams, F. (1999). A novel method of noise reduction. <i>The Online Journal of Acoustics</i> <a href="https://doi.org/10.1037/..">https://doi.org/10.1037/..</a></p> <p>R Core Team (2019). R: A language and environment for statistical computing (version 3.5.1) [Computer software]. R Foundation for Statistical Computing, Vienna, Austria. Retrieved from <a href="https://www.R-project.org/">https://www.R-project.org/</a></p>

- Below are examples of the formats for the References by type of cited reference. Details of the format for the References are provided in the manuscript submission standard format of this journal. The methods for citing references and creating a list of

references that are not provided as examples in the standard format should be decided through discussion with the editorial board.

<Periodical articles: Journals, magazines, newspapers, etc.>

[Format]

Author, A. A., Author, B. B., & Author, C. C. (year). Title of article. *Title of Periodical*, volume(issue), page range.

[Example]

Oh, E. (2011). Effects of speaker gender on voice onset time in Korean stops. *Journal of Phonetics*, 39(1), 59-67.

Kim, J., & Yoon, K. (2012). An analysis of the vowel formants of the young versus old speakers in the Buckeye Corpus. *Phonetics and Speech Sciences*, 4(4), 29-35.

Chung, H., Jang, T.-Y., Yun, W., Yun, I., & Sa, J. (2008). A study on automatic measurement of pronunciation accuracy of English speech produced by Korean learners of English. *Language and Linguistics*, 42, 165-196.

Ingham, R. J., Warner, A., Byrd, A., & Cotton, J. (2006). Speech effort measurement and stuttering: Investigating the chorus reading effect. *Journal of Speech Language Hearing Research*, 9(3), 660-70.

Brody, J. E. (2007, December 11). Mental reserves keep brains agile. *The New York Times*. Retrieved from <http://www.nytimes.com>

<Books>

[Format]

Author, A. A. (year). *Title of work* (xx ed., Vol. xx). Location: Publisher.

Editor, A. A. (Ed.). (year). *Title of work* (xx ed., Vol. xx). Location: Publisher.

Author, A. A. (year). *Title of work*. Retrieved from <http://www.xxx.yyy>

Author, A. A. (year). Title of work. In A. Editor, & B. Editor (Eds.), *Title of book* (xx ed., Vol. xx, pp. xx-xx). Location: Publisher.

[Example]

Ladefoged, P. (2013). *A course in phonetics*. New York: Heinle & Heinle.

Lee, H. Y. (1996). *Korean phonetics*. Seoul: Taehaksa.

Hirst, D., Di Cristo, A., & Espesser, R. (2013). Levels of representation and levels of analysis for intonation. In M. Horne (Ed.), *Prosody: Theory and experiment* (pp. 51-87). Dordrecht: Kluwer Academic Publishers.

Duffy, J. R. (2013). *Motor speech disorders: Substrates, differential diagnosis, and management* (3rd ed.). St. Louis: Mosby.

<Theses>

[Format]

Author, A. A. (year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis). Name of Institution, Location.

Author, A. A. (year). *Title of doctoral dissertation or master's thesis* (Doctoral dissertation or Master's thesis). Retrieved from Name of database. (Accession or Order No.)

[Example]

Jun, S. A. (1993). *The phonetics and phonology of Korean prosody: Intonational phonology and prosodic structure*. (Doctoral Dissertation), Ohio State University.

Clark, R. (2000). *Machine recognition of segmental prosody* (Doctoral thesis). University of Edinburgh, United Kingdom.

Lee, J. Y. (2010). *An acoustic phonetic study on prosodic boundaries in Korean* (Master's thesis), Seoul National University.

Hull, L. S. (2014). *The influences of speech sounds: An example case study* (Doctoral dissertation). Retrieved from American

<Proceeding papers>

[General format]

Presenter, A. A. (year, Month). Title of article. {Editor information,} *Title of Proceedings*, {(pp. xx-xx, Article number)}. {Location}.

Song, H., Jung, H., & Park, J. (2015, May). A study of DNN training based on various pretraining approaches. *Proceedings of the 2015 Spring Conference of the Korean Society of Speech Sciences* (pp. 169-170).

Davis, C., Shaw, J., Proctor, M., Derrick, D., Sherwood, S., & Kim, J. (2015). Examining speech production using masked priming. In The Scottish Consortium for ICPHS 2015 (Eds.), *Proceedings of the 18th International Congress of Phonetic Sciences* (Paper #560). Glasgow, UK.

<Other works>

[Software]

Boersma, P., & Weenink, D. (2019). Praat: Doing phonetics by computer (version 6.0.46) [Computer program]. Retrieved from <http://www.praat.org/>

R Core Team (2019). R: A language and environment for statistical computing (version 3.5.1) [Computer software]. R Foundation for Statistical Computing, Vienna, Austria. Retrieved from <https://www.R-project.org/>

[Working papers]

Garellek, M. (2011). The benefits of vowel laryngealization on the perception of coda stops in English. *UCLA Working Papers in Phonetics*, 109, 34-37.

Klatt, D. H. (1984). The new MIT speech VAX computer facility. *Speech Communication Group Working Papers IV*, Research Laboratory of Electronics, MIT, Cambridge, 73-82.

Ericsson, C., & Ericsson, A. M. (2001). Gender differences in vowel duration in read Swedish: Preliminary results. *Working Papers 49, Department of Linguistics, Lund University*, 34-37.

[Technical reports, written by an organization]

U.S. Department of Health and Human Services, National Institutes of Health. (2003). *Managing autism: A guide for elementary and secondary schools* (NIH Publication No. 02-2649). Retrieved from <http://www.nih.gov/health/autism/aut.pdf>

[Technical reports, written by author(s)]

Kessy, S., & Uriah, F. M. (2005). *The foreign language policy in Angola* (Research Report No. 06.2). Retrieved from African Language Resources website: <http://www.alr.org/reports/3.pdf>

[Proceeding papers, DOI information]

David, S. (2008). Speech and cultural evolution. *Proceedings of the 2nd International Conferences on Speech Sciences* (Vol. 108, pp. 3416-3420). <https://doi.org/10.1073/pna0808677>

[Book review]

Schatz, B. R. (2000, November 17). Learning by text or context? [Review of the book *The social life of information*, by J. Brown & P. Duguid]. *Science*, 290, 1304.

[Blog posts]

Park, H. (2009, October 31). Sounds and Scripts [Web log post]. Retrieved from <http://blog.naver.com/hansangpark> [Sorinoli]

[Online forum and news group messages]

Rampersad, T. (2005, June 8). Re: Traditional knowledge and cross-cultural expressions [Online forum comment]. Retrieved from

[http://www.wipo.int/ipsforum/theme\\_how\\_can#comments](http://www.wipo.int/ipsforum/theme_how_can#comments)

[Eight or more authors]

Young, S. J., Evermann, G., Gales, M. J. F., Hain, T., Kershaw, D., Moore, G., Odell, J., ...Woodland, P. C. (2006). *The HTK book (version 3.4.)*. Cambridge: Cambridge University Press.

[Web documents]

Williams, J. (2010). Review of phonetics. Retrieved from <http://www.phonetics.com>

Adams, F. (1999). A novel method of noise reduction. *The Online Journal of Acoustics*. <https://doi.org/10.1037/jty0139055>

\* Give the DOI if the document is a pre-printed version or clear information on volume number, issue number, or page numbers is not available because the journal in which the document is published is online-only.

**Article 10 (Author information)** Two blank lines shall be inserted between the References and the author information section. Author information shall be provided in the following order: the name of the author and authorship type, author affiliation and position (in English format if in English), address, phone number, email address, areas of interest, current position, and profile. Author names and authorship type should be in bold. Each author should be listed in the same order as on the first page of the paper. In the case of the corresponding author, add the expression “corresponding author” after the email address of the author in the footnote of the first page regardless of the number of authors. “Corresponding author” should also be added after the author name appears in the author information section, which is placed at the end of the manuscript.

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Areas of interest: Acoustic phonetics, L2 acquisition

**Article 11 (Korean abstract)** Manuscripts in English do not need a Korean abstract.

**Article 12 (Standard format file)** Submitters are recommended to download the standard format file from the home page of the Korean Society of Speech Sciences. Submitters can use the standard format file for preparing manuscripts by overwriting and applying the style. For more details not in this guideline, refer to the standard format file.

**Article 13 (Review process)** Submitted manuscripts are reviewed according to the review guidelines and publication is decided by the editorial board. The editorial board may request that the submitter revise part of the manuscript or supplement it. The author shall accept reasonable comments or suggestions and revise the manuscript. Even if publication of the manuscript is confirmed, the editorial board can refuse to publish the manuscript if the author does not comply with the reasonable requests or demands of the editorial board. The detailed review process for submitted manuscripts is decided separately.

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