## Journal for phonetics GOVOR / SPEECH Phonetics section of the Croatian Philological Association ISSN 0352-7565 (Press) ISSN 1849-2126 (Online)

### Guidelines for authors

Govor publishes original research articles, scholarly notes, letters to the editor, professional articles, reviews, studies, essays and reports, that are relevant to speech science and communication. The languages of the journal are Croatian and English. The journal is published two times a year, in September and in December.

The authors are not charged by the journal for the cost of receiving, reviewing and publishing papers. The journal is funded by the Ministry of Science and Education of the Republic of Croatia, by subscription to the print edition and funds from the publisher. Authors will receive one copy of the journal in which their contribution has been published.

## Manuscript submission

The manuscripts are submitted via e-mail at <u>govor@ffzg.hr</u> in .docx and .pdf file formats. Submissions are open throughout the year.

When submitting a manuscript, the authors agree with the following:

- that the manuscript conforms with Instructions for manuscript preparation
- that the authors are responsible for the grammar and style of the manuscript
- that the authors agree with Publication Ethics and Malpractice Statement
- that the authors agree with Open access policy

#### Instructions for manuscript preparation

1. Manuscripts should be submitted double-spaced with wide margins (2.5 cm). All pages should be numbered consecutively. Manuscripts should be submitted in .docx and .pdf file formats.

2. Page one should contain the following information: article title in the language of the article, author(s) name(s), author(s) affiliation(s), information about the corresponding (full address, phone numbers, e-mail address), ORCID, abbreviated form of the title for the running page heading (maximum 45 characters including letters and spaces).

3. The manuscript itself should start on page two, in the following format: title in the language of the article, summary in the language of the article (600 - 1,200 characters), the maximum of five keywords, body of the article.

4. Within the paragraph use the word-wrapping routine on your word processor, do not use any indentations, leave one blank line between paragraphs and before each heading or subheading.

5. All figures must be submitted in a separate document in one of the following file formats: png, jpg, gif, bmp, etc. Authors are encouraged to submit charts in MS Excel files as well. Figures should be numbered in order of appearance with Arabic numerals. Figure captions should be included for each figure. In the text itself the place for each figure should be clearly marked. Figures should be in black and white, with their size and complexity adjusted to the format of the Journal so that all elements are clear and visible. 6. Tables should be numbered in order of appearance with Arabic numerals and placed at the end of the text. Table caption should be included for each table. In the text of the article the place for each table should be clearly marked.

7. Footnotes should be kept to a minimum. When necessary, they should be indicated by superscript Arabic numerals in the text and enclosed on a separate page (typed double-spaced).

8. In the list of references, the author should provide full references for every item mentioned in the text; also, the reference list should contain only those sources mentioned in the text. They should be listed alphabetically according to the surname of the author, and chronologically if a particular author has more than one item listed. If several items by the same author were published in the same year, they should be differentiated by letters (a, b, c, etc.) following the year of publication. If an item was authored by several authors, all authors should be listed in the reference list at the end (instead of using 'et al.' or 'and collaborators').

9. The journal uses APA style (http://www.apastyle.org/) to format references in the text and bibliography. A short reminder of these instructions is included below.

10. Papers written in Croatian should also include the following sections translated to English: manuscript title, authors' affiliations, figure captions, table captions and a summary with the maximum length of 2500 characters with spaces.

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Malmberg, B. (1960). La Phonétique. Presses universitaires de France.

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#### Journal article

Gospodnetić, J. (1982). Načela fonetike i njezin napredak. *Govor*, 4(2), 93–108.
Conference proceedings
Blumstein, S. (1995). On the neurobiology of the sound structure of language: Evidence from aphasia. In
K. Elenius, & P. Branderud (Eds.), Proceedings of the XIIIth International Congress of Phonetic Sciences, vol. 2 (pp. 180–185). KTH and Stockholm University.
Book section
MacNeilage, P. F. (1999). Acquisition of speech. In W. J. Hardcastle, & J. Laver (Eds.), The Handbook of phonetic sciences (pp. 301–332). Blackwell Publishers.
Internet source with known author
Boersma, P., & Weenink, D. (2005). Praat: Doing phonetics by computer. <a href="http://www.praat.org/">http://www.praat.org/</a>

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After receiving the reviews, the authors, in addition to the new version of the manuscript, submit to the Editorial board a cover letter stating which reviewers' proposals were accepted and in what way, and which were not accepted.

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