Editorial: *Slovo a slovesnost* editorial policies and practices

In this text, we would like to familiarize the readers of *Slovo a slovesnost* with the principles of the journal's policy to which we, as editors, currently adhere. Some of these principles were established in a practical sense many years ago and merely underwent various changes, while others were implemented only recently. This version of the principles has been approved by the journal's editorial board.

Journal aims and scope

Slovo a slovesnost is a refereed scholarly journal, the main aim of which is to publish studies on language and communication based on quality research (either empirical or theoretical-conceptual). The journal publishes original work in areas including grammar, semantics, pragmatics, sociolinguistics, discourse analysis, conversation analysis, psycholinguistics, text linguistics, semiotics, translation theory and literary theory. The journal continues in the tradition of the Prague School, while acknowledging at the same time that this tradition is and always has been merely one of many approaches to language and communication. For this reason, the journal is also open to work based in other scholarly traditions. As a journal published "in the heart of Europe", *Slovo a slovesnost* gives preference to studies on languages used in the European space.

Languages of publication

Slovo a slovesnost accepts texts for publication in Czech, Slovak, English, German, Russian and French. Articles include an English abstract. Key words in the articles are presented in English and the language of the article. We also welcome an additional summary in another language (i.e. other than English and the language of the text). The selection of this additional language generally corresponds to the topic of the article, the material analyzed within it, or the linguistic background of the author(s).

Sections and genres

Research article

The journal's primary genre consists of articles which present research results. These articles should be well-informed theoretically as well as methodologically transparent. The theory, analysis and conclusions should be explicitly connected. Articles should have a clear, descriptive title. It is recommended that authors divide the text into sections containing section subheadings, which should be descriptive and brief. The mandatory English abstract should be 100 to 200 words in length, and the list of key words (both in English and the language of the article) should include 3–10 items. The abstract

should summarize the entire article including the results. The additional optional (non-English) summary at the end of the article should be of similar structure. The overall length of a research article generally does not exceed 40 standard pages, i.e. 72,000 characters including spaces.

Discussion articles

Three types of text are published in the discussion articles section: (a) review articles on individual research topics or fields, (b) comparative reviews of two or more contemporary book publications on the same or a related topic (in certain justified cases, this can also be a thorough review of a single book), (c) discussions of current or important scholarly topics. The mandatory English abstract should be 100 to 200 words in length, and the list of key words (both in English and the language of the article) should include 3–10 items. Discussion articles are generally not longer than research articles (and thus should not exceed 40 standard pages, i.e. 72,000 characters including spaces).

Book reviews

Slovo a slovesnost publishes reviews of relevant local and international publications. Reviews should be thoroughly analytical texts which present the contents of the publication, evaluate it critically and place it in the context of international and/or local scholarly research. We do not accept reviews which are merely descriptive or are mere contemplations on the given publications. Reviews are typically 5–9 standard pages in length, i.e. 9,000–16,200 characters including spaces. *Slovo a slovesnost* supports the principle of independent reviewing and thus does not accept reviews from authors employed at the same institution (e.g. department or institute) as the author of the reviewed book or from this author's close and/or frequent collaborators (e.g. on grants and other projects).

Notices

In the notices section, *Slovo as slovesnost* publishes reports on conferences and other events in the linguistics community. Conference reports should be informative and evaluative, i.e. mere lists of the participants and their topics are considered insufficient. In this section, we also publish portraits of significant linguists. Notices typically do not exceed 9 standard pages, i.e. 16,200 characters including spaces.

Style

The aim of the journal is to publish texts which are accessible to a scholarly community educated in the humanities and social sciences. Contributions should be intelligible to readers of varying levels and areas of specialization. Special topics should be presented together with the relevant context, so that the writing is intelligible to readers

who do not specialize in the given topic. Texts should have an explicit ideational structure and should be transparent, flowing and coherent. We request that authors avoid obscurities and the use of esoteric jargon. Prior to submission, less experienced authors are encouraged to send their text to critical readers, i.e. colleagues, primarily those with experience writing and publishing in the language of the given text.

Special issues

In addition to regular issues, *Slovo a slovesnost* also publishes special thematic issues. These issues, which are prepared by guest editors together with the journal's editorial staff, are published on an irregular basis, with the typical periodicity being one special issue per 1–2 years. Special issues should represent the thematic range and scope of the journal. This means that two issues on the same or a similar topic will not be published in immediate succession. Also, a plurality policy is in place concerning the guest editors: editors of the individual special issues should be recruited from various institutions in various locations.

Topics for the special issues are proposed by the guest editor. Proposed topics are approved by the editorial board. The guest editor is required to publish a call for abstracts in *Slovo a slovesnost* outlining the concept and aims of the planned special issue, as well as a time plan for its completion. The guest editor also participates in the preparation of the issue, the selection of authors and the editing of the accepted texts. All texts submitted to special issues undergo the standard review process.

Review process

The review process is an important tool for maintaining as well as increasing the scholarly level of the journal. The review process is meant to be objective and explicit, and the reviews should provide well-argued positions, or in some cases, constructive suggestions for the improvement of the text. The review process is double-blind, i.e. the reviewer does not know the identity of the author, and the author does not know the identity of the reviewer. Every text sent to the journal undergoes the review process (see below for exceptions to this).

Review process for articles

Articles are reviewed by at least two reviewers. On the standardized review form, the reviewers indicate whether the text is to be a) rejected, b) accepted (with minor corrections), or c) revised and resubmitted. In a 1–3 standard-page prose review (i.e. 1,800–5,400 characters including spaces), the reviewers then provide a well-argued explanation for their standpoint, identify the strong and weak points, and evaluate the text overall in terms of theory, methods, and presentation.

The editors consider the content of the reviews and inform the author as to whether the text is thus accepted or rejected or whether revision is required, and send all of the

reviews to the author. In cases in which the author is requested to revise the text, when sending the revised version to the editors, he or she should also include information about the changes made, or in some cases, which comments were not taken into consideration and why. The editors check the revised version of the text and decide whether the text will enter a second round of the review process (or whether it should be reviewed by one or two reviewers), or whether it is possible to submit it to the editorial board for approval in its current form (see below).

Review process for further genres

Book reviews and contributions to the notices section are generally reviewed by a single reviewer. This reviewer does not fill in a standardized review form, but rather, merely recommends or does not recommend the text for publication, or in some cases recommends that the text be revised and resubmitted, and briefly explains his or her decision. The editors share the content of the review with the author and inform him or her of whether the text is accepted, rejected, or requires revision. The reworked version of the text is reviewed only by the editors.

Reviewer selection

Reviewers are selected by the editors on the basis of their scholarly profiles in relation to the topic of the text. At the same time, all efforts are made to avoid potential conflicts of interest, for example, the reviewer should not be employed at the same department as the author of the text, nor should he or she be a close and/or frequent collaborator (e.g. on grants and other projects). For articles, which require at least two reviewers, the two reviewers should not be employed at the same department, and if possible, the two reviewers should be based in different locations (e.g. Prague and Vienna). Because the review process is an independent one, the reviewer is not permitted to know who else is reviewing the text.

Review process period

Authors are typically informed of the result of the review process within approximately 3 months of the submission of the text. In cases when the review process undergoes a second round (see above), the same applies. The editors make all efforts to ensure that the review process is as expeditious as possible. The editors are not responsible for delays caused by the reviewers.

Which manuscripts do not enter the review process?

The following categories of manuscripts do not enter the review process: (a) manuscripts which *clearly* fail to correspond with the aims and scope of the journal, (b) which *clearly* fail to correspond to the standards of scholarly work, (c) which *clearly* fail to

correspond to basic genre requirements (including the length) or (d) which are *clearly* poorly written and/or edited in terms of language and other formal aspects. If, following internal discussion by the editors, a text is evaluated as falling into any of these categories, it is sent to one or two members of the editorial board (based on their specializations) for their informal recommendation. If these members of the editorial board confirm the standpoint of the editors, the text is officially rejected, and in the opposite case, the text enters the review process.

Slovo a slovesnost also does not accept texts which have already been published or have been accepted for publication elsewhere. This also applies to versions of texts in other languages, unless these texts were specifically requested by the editors.

Approval of journal issues

The content of the individual issues is proposed by the editors and approved by the editorial board by electronic mail vote. The issue is approved if the majority votes in favor of it. When voting, members of the editorial board have the opportunity to view all texts, as well as information on the review process for each one.

The editing process

Following the review process, the editing process serves as a further step toward improving the quality of the texts. Editing of the texts is done through communication with the author. While the reviewers comment on all aspects of the manuscript, in the editing process attention is devoted primarily to intelligibility of formulations and coherence of presentation. The final version of the manuscript, created by the author with the help of the reviews and the recommendations of the editors, is read by the editors once again and the less intelligible, ambiguous or otherwise problematic passages are marked with notes, comments and questions. The author edits the text on the basis of these comments and his or her own considerations, and sends it back to the editors. The edited text is then sent to the typesetter. The resulting proofs are then sent to both the author and the editors. A second set of proofs is read only by the editors.

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