# TABLE OF CONTENTS

- Description  
- Audience  
- Impact Factor  
- Abstracting and Indexing  
- Editorial Board  
- Guide for Authors

## DESCRIPTION

### Aims & Scope

Since 1977, the *Journal of Pragmatics* has provided a forum for bringing together a wide range of research in pragmatics, including cognitive pragmatics, corpus pragmatics, experimental pragmatics, historical pragmatics, interpersonal pragmatics, multimodal pragmatics, sociopragmatics, theoretical pragmatics and related fields. Our aim is to publish innovative pragmatic scholarship from all perspectives, which contributes to theories of how speakers produce and interpret language in different contexts drawing on attested data from a wide range of languages/cultures in different parts of the world.

The *Journal of Pragmatics* also encourages work that uses attested language data to explore the relationship between pragmatics and neighbouring research areas such as semantics, discourse analysis, conversation analysis and ethnomethodology, interactional linguistics, sociolinguistics, linguistic anthropology, media studies, psychology, sociology, and the philosophy of language. Alongside full-length articles, discussion notes and book reviews, the journal welcomes proposals for high quality special issues in all areas of pragmatics which make a significant contribution to a topical or developing area at the cutting-edge of research.

## AUDIENCE

Linguists, Sociologists, Psychologists, Anthropologists, those involved in Artificial Intelligence, Philosophers interested in pragmatics, semantics, language acquisition, universals of language, computational linguistics, sociolinguistics, speech act theories, discourse analysis, etc.

## IMPACT FACTOR

2022: 1.600 © Clarivate Analytics Journal Citation Reports 2023
ABSTRACTING AND INDEXING

MLA International Bibliography
PsycINFO
Language Teaching
Current Contents
Social Sciences Citation Index
Arts and Humanities Citation Index
Linguistics Abstracts
Social SciSearch
Arts & Humanities Search
UnCover
Linguistics Abstracts Online
Dietrich's Index Philosophicus
Periodicals Index Online
Annual Bibliography of English Language and Literature
Bibliography of Asian Studies
Communication and Mass Media Complete
Pascal Francis
Internationale Bibliographie der Geistes- und Sozialwissenschaftlichen Zeitschriftenliteratur
Sociological Abstracts
Linguistics and Language Behavior Abstracts
INSPEC
Scopus
Linguistic Bibliography (BLonline)

EDITORIAL BOARD

Co Editors-in-Chief
Anne Bezuidenhout, University of South Carolina, Columbia, South Carolina, United States of America
Andreas H. Jucker, University of Zurich, Zurich, Switzerland

Associate Editors
Lucien Brown, Monash University, Clayton, Victoria, Australia
Arnulf Deppermann, University of Mannheim, Mannheim, Germany
Zohar Kampf, Hebrew University of Jerusalem, Jerusalem, Israel
Valeria Sinkeviciute, The University of Queensland School of Languages and Cultures, St Lucia, Australia

Special Issues Editor
Stavros Assimakopoulos, University of Malta Institute of Linguistics, Msida, Malta
Miriam Locher, University of Basel, Basel, Switzerland

Reviews Editor
Siobhan Chapman, University of Liverpool, Liverpool, United Kingdom

Editorial Board
Kathleen Ahrens, The Hong Kong Polytechnic University, Hong Kong, Hong Kong
Felix Ameka, Leiden University, Leiden, Netherlands
Gisle Andersen, Norges Handelshøyskole, Bergen, Norway
Mira Ariel, Tel Aviv University, Tel Aviv, Israel
Salvatore Attardo, Texas A&M University-Commerce, Commerce, Texas, United States of America
Anne Barron, Leuphana University of Lüneburg, Lüneburg, Germany
Spyridoula Bella, National and Kapodistrian University of Athens, Athens, Greece
Betty Birner, Northern Illinois University, Dekalb, Illinois, United States of America
Sarah Blackwell, University of Georgia, Athens, Georgia, United States of America
Galina Bolden, Rutgers The State University of New Jersey, New Brunswick, New Jersey, United States of America
Xi Chen, University of Central Lancashire, Preston, United Kingdom
Jan Chovanec, Masaryk University, Department of English and American Studies, Brno, Czechia
Billy Clark, Northumbria University, Faculty of Arts Design and Social Sciences, Newcastle Upon Tyne, United Kingdom
Rebecca Clift, University of Essex, Colchester, United Kingdom
Haruko Cook, University of Hawai‘i at Mānoa, Honolulu, Hawaii, United States of America
Jonathan Culpeper, Lancaster University, Lancaster, United Kingdom  
Louise Cummings, The Hong Kong Polytechnic University, Hong Kong, China  
Chris Cummins, The University of Edinburgh, Edinburgh, United Kingdom  
Marta Dynel, University of Lodz, Lodz, Poland  
César Félix-Brasdefer, Indiana University Bloomington, Bloomington, Indiana, United States of America  
Anita Fetzer, University of Augsburg, Augsburg, Germany  
Pilar Garcés-Conejos Blitvich, UNC Charlotte, Charlotte, North Carolina, United States of America  
Raymond W. Gibbs Jr., University of California Santa Cruz, Santa Cruz, California, United States of America  
Maj-Britt Mosegaard Hansen, The University of Manchester, Manchester, England, United Kingdom  
Michael Haugh, University of Queensland, Brisbane, Queensland, Australia  
Yan Huang†  
Elly Ifantidou, National and Kapodistrian University of Athens, Department of English Language and Literature, Athens, Greece  
Daniel Kádár, Hungarian Academy of Sciences, Budapest, Hungary  
Istvan Keckes, University at Albany School of Education, New York, New York, United States of America  
Leelo Keevalik, Linköping University, Linköping, Sweden  
Mary Shin Kim, University of Hawai‘i at Mānoa, Honolulu, Hawaii, United States of America  
Daniela Landert, Heidelberg University, Heidelberg, Germany  
Zohar Livnat, Bar Ilan University, Department of Hebrew and Semitic Languages, Ramat Gan, Israel  
Meredith Marra, Victoria University of Wellington, Wellington, New Zealand  
Yael Maschler, University of Haifa, Department of Hebrew Language, Haifa, Israel  
Yoshiko Matsumoto, Stanford University, Stanford, California, United States of America  
Marco Mazzone, University of Catania, Catania, Italy  
Iliana Mushin, The University of Queensland School of Languages and Cultures, St Lucia, Australia  
Neal Norrick, Saarland University, Saarbrücken, Germany  
Eva Ogiermann, King's College London, London, United Kingdom  
Maria Placencia, Birkbeck University of London, London, United Kingdom  
Wei Ren, Beihang University of Foreign Languages, Beijing, China  
Seongha Rhee, Mahidol University, Salaya, Thailand  
Jesús Romero-Trillo, Autonomous University of Madrid, Madrid, Spain  
Klaus Schneider, University of Bonn, Bonn, Germany  
Elizabeth Stokoe, The London School of Economics and Political Science, London, United Kingdom  
Vittorio Tantucci, Lancaster University, Lancaster, United Kingdom  
Marina Terkourafi, Leiden University Centre for Linguistics, Leiden, Netherlands  
Villy Tsakona, National and Kapodistrian University of Athens, Department of Early Childhood Education, Athens, Greece

Founding Editors
Hartmut Haberland, Roskilde University, Roskilde, Denmark  
Jacob Mey†  
Honorary Board Members
Keith Allan, Monash University, Clayton, Victoria, Australia  
Claudia Caffi, University of Genoa, Genova, Italy  
Bruce Fraser, Boston University, Boston, Massachusetts, United States of America  
Yueguo Gu, Chinese Academy of Social Sciences, Dongcheng, China  
Laurence Horn, Yale University, New Haven, Connecticut, United States of America  
Juliane House, University of Hamburg, Hamburg, Germany  
Sachiko Ide, Japan Women's University, Faculty of Humanities Graduate School of Humanities, Department of English, Tokyo, Japan  
Richard W Janney†, LMU Munich, München, Germany  
Chungmin Lee, Seoul National University, Gwanak-gu, South Korea  
Stephen Levinson, Max Planck Institute for Psycholinguistics, Nijmegen, Netherlands  
Sophia Marmaridou, National and Kapodistrian University of Athens, Athens, Greece  
Theodosia-Soula Pavlidou, Aristotle University of Thessaloniki, Thessaloniki, Greece  
Marina Sbisa, University of Trieste, Trieste, Italy  
Maria Sifianou, National and Kapodistrian University of Athens, Athens, Greece  
Helen Spencer-Oatey, University of Warwick, Coventry, United Kingdom  
Deborah Tannen, Georgetown University, Washington, District of Columbia, United States of America  
Elizabeth A. Traugott, Stanford University, Stanford, California, United States of America  
Jef Verschueren, University of Antwerp, Antwerpen, Belgium  
Deirdre Wilson, University College London, London, United Kingdom
GUIDE FOR AUTHORS

Your Paper Your Way
We now differentiate between the requirements for new and revised submissions. You may choose to submit your manuscript as a single Word or PDF file to be used in the refereeing process. Only when your paper is at the revision stage, will you be requested to put your paper in to a 'correct format' for acceptance and provide the items required for the publication of your article.
To find out more, please visit the Preparation section below.

INTRODUCTION
Authors are requested to submit their papers electronically by using the Journal of Pragmatics online submission and review web site (https://www.editorialmanager.com/PRAGMA/default.aspx). This site will guide authors stepwise through the submission process. Authors are requested to submit the text, tables, and artwork in electronic form to this address. Authors who are unable to provide an electronic version or who have other circumstances that prevent online submission must contact the Editors prior to submission to discuss alternative options; email: pragma@elsevier.com. The Publisher and Editors regret that they are not able to consider submissions that do not follow these procedures.

Other than a book review, only one paper can be submitted by a single author at any one time. If you have already submitted a manuscript that is not a book review to the Journal of Pragmatics, you must wait to receive the final decision on it (Accept or Reject) before submitting a new manuscript. Non-book review manuscripts submitted while a decision has not yet been made on a previously submitted manuscript will be returned to their authors without review.

Types of submission
The journal publishes the following types of contribution: (1) full-length articles, (2) invited review articles (3) short, free-form discussion notes, (4) replies and rejoinders, (5) reviews of books not more than five years old, (6) Articles in Translation.

Invited Review Articles
The Journal of Pragmatics publishes invited reviews presenting a detailed, critical summary of current research findings on a particular topic or area of research. If you are interested in writing a review article for the journal, please get in touch with the co-Editors outlining the proposed focus of your review article.

Discussion Notes
Authors wishing to submit a discussion note should first contact the Editors at the address above to discuss the suitability of their contribution for the journal.

Book Reviews
Please note that the journal does not accept unsolicited reviews. Book reviews should critically discuss the book’s strengths and weaknesses, situate its contribution to the field, and recommend it to a suitable readership. Most welcome are reviews of cutting-edge books. The journal also encourages reviews of books that escape global awareness because, for example, they are written in languages other than English. Reviews of edited volumes are welcomed, too, especially if their contents represent important new trends in research and scholarship. From time to time, the journal also publishes review articles, usually commissioned reviews of several books dealing with one and the same, or related, topic(s). Book reviews should not exceed, in general, 2,000 words; review articles should preferably not exceed 8,000 words. Effort should be made to submit a review within 3 months from receiving the review copy of the book. If revision is necessary, the revised text should be submitted in a month at the latest. Between the year of publication of a book and its commission to be reviewed in the JoP there should normally be at most 5 years.

Special Issues
Guest Editors of Special Issues should take note of the detailed guidelines for the preparation and handling of Special Issues.

Articles in Translation

supp_media3.gifSupplementary Multimedia Data in your Article! Publish videos, soundclips and more
Articles in Translation are invited contributions of works originally published in a language other than English and submitted by their authors, following copyright clearance with the publisher of the original work, in an English-language translation (produced by the author or by a professional translator). If you are interested in submitting an Article in Translation, please contact the editors. Unsolicited submissions for this article type will not be considered.

**Submission checklist**
You can use this list to carry out a final check of your submission before you send it to the journal for review. Please check the relevant section in this Guide for Authors for more details.

**Ensure that the following items are present:**

One author has been designated as the corresponding author with contact details:
- E-mail address
- Full postal address

All necessary files have been uploaded:

*Manuscript*:
- Include keywords
- All figures (include relevant captions)
- All tables (including titles, description, footnotes)
- Ensure all figure and table citations in the text match the files provided
- Indicate clearly if color should be used for any figures in print

*Graphical Abstracts / Highlights files* (where applicable)

*Supplemental files* (where applicable)

Further considerations
- Manuscript has been 'spell checked' and 'grammar checked'
- All references mentioned in the Reference List are cited in the text, and vice versa
- Permission has been obtained for use of copyrighted material from other sources (including the Internet)
- A competing interests statement is provided, even if the authors have no competing interests to declare
- Journal policies detailed in this guide have been reviewed
- Referee suggestions and contact details provided, based on journal requirements

For further information, visit our [Support Center](#).

**BEFORE YOU BEGIN**

*Ethics in publishing*
Articles submitted to the Journal of Pragmatics must be compliant with Elsevier’s ethical guidelines and must be free of plagiarism, including self-plagiarism. In particular, the data must have been collected in an ethical way, including obtaining participant consent as appropriate, and all other steps of the research and authorship process, including acknowledgement of author contributions, must have been carried out ethically. Concurrent (duplicate) submission to more than one journal constitutes a serious ethical breach and must not occur at any point prior to or after submission to the journal. If the author is in doubt about the status of a specific manuscript, they should contact the editors prior to submission. Failure to comply with these ethical guidelines will be dealt with following COPE procedures.

*Declaration of interest*
All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential competing interests include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. Authors must disclose any interests in two places: 1. A summary declaration of interest statement in the title page file (if double anonymized) or the manuscript file (if single anonymized). If there are no interests to declare then please state this: 'Declarations of interest: none'. 2. Detailed disclosures as part of a separate Declaration of Interest form, which forms part of the journal's official records. It is important for potential interests to be declared in both places and that the information matches. [More information](#).
Declaration of generative AI in scientific writing
The below guidance only refers to the writing process, and not to the use of AI tools to analyse and
draw insights from data as part of the research process.

Where authors use generative artificial intelligence (AI) and AI-assisted technologies in the writing
process, authors should only use these technologies to improve readability and language. Applying
the technology should be done with human oversight and control, and authors should carefully review and
edit the result, as AI can generate authoritative-sounding output that can be incorrect, incomplete or
biased. AI and AI-assisted technologies should not be listed as an author or co-author, or be cited as
an author. Authorship implies responsibilities and tasks that can only be attributed to and performed
by humans, as outlined in Elsevier's AI policy for authors.

Authors should disclose in their manuscript the use of AI and AI-assisted technologies in the writing
process by following the instructions below. A statement will appear in the published work. Please
note that authors are ultimately responsible and accountable for the contents of the work.

Disclosure instructions
Authors must disclose the use of generative AI and AI-assisted technologies in the writing process by
adding a statement at the end of their manuscript in the core manuscript file, before the References
list. The statement should be placed in a new section entitled ‘Declaration of Generative AI and AI-
assisted technologies in the writing process’.

Statement: During the preparation of this work the author(s) used [NAME TOOL / SERVICE] in order
to [REASON]. After using this tool/service, the author(s) reviewed and edited the content as needed
and take(s) full responsibility for the content of the publication.

This declaration does not apply to the use of basic tools for checking grammar, spelling, references
etc. If there is nothing to disclose, there is no need to add a statement.

Submission declaration and verification
Submission of an article implies that the work described has not been published previously (except in
the form of an abstract, a published lecture or academic thesis, see ‘Multiple, redundant or concurrent
publication' for more information), that it is not under consideration for publication elsewhere, that
its publication is approved by all authors and tacitly or explicitly by the responsible authorities where
the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in
English or in any other language, including electronically without the written consent of the copyright-
holder. To verify compliance, your article may be checked by Crossref Similarity Check and other
originality or duplicate checking software.

Preprint posting on SSRN
In support of Open Science, this journal offers its authors a free preprint posting service. Preprints
provide early registration and dissemination of your research, which facilitates early citations and
collaboration.

During submission to Editorial Manager, you can choose to release your manuscript publicly as a
preprint on the preprint server SSRN once it enters peer-review with the journal. Your choice will have
no effect on the editorial process or outcome with the journal. Please note that the corresponding
author is expected to seek approval from all co-authors before agreeing to release the manuscript
publicly on SSRN.

You will be notified via email when your preprint is posted online and a Digital Object Identifier (DOI)
is assigned. Your preprint will remain globally available free to read whether the journal accepts or
rejects your manuscript.

For more information about posting to SSRN, please consult the SSRN Terms of Use and FAQs.

Use of inclusive language
Inclusive language acknowledges diversity, conveys respect to all people, is sensitive to differences,
and promotes equal opportunities. Content should make no assumptions about the beliefs or
commitments of any reader; contain nothing which might imply that one individual is superior to
another on the grounds of age, gender, race, ethnicity, culture, sexual orientation, disability or health
condition; and use inclusive language throughout. Authors should ensure that writing is free from bias, stereotypes, slang, reference to dominant culture and/or cultural assumptions (this includes avoiding the terms "native speaker" and "non-native speaker" to refer to language background or proficiency unless critically engaging with the terms; authors should use terms such as English L1 and L2 speaker instead). We advise to seek gender neutrality by using plural nouns ("clinicians, patients/clients") as default/wherever possible to avoid using "he, she," or "he/she." We recommend avoiding the use of descriptors that refer to personal attributes such as age, gender, race, ethnicity, culture, sexual orientation, disability or health condition unless they are relevant and valid. When coding terminology is used, we recommend to avoid offensive or exclusionary terms such as "master", "slave", "blacklist" and "whitelist". We suggest using alternatives that are more appropriate and (self-) explanatory such as "primary", "secondary", "blocklist" and "allowlist". These guidelines are meant as a point of reference to help identify appropriate language but are by no means exhaustive or definitive.

**Reporting sex- and gender-based analyses**

**Reporting guidance**

For research involving or pertaining to humans, animals or eukaryotic cells, investigators should integrate sex and gender-based analyses (SGBA) into their research design according to funder/sponsor requirements and best practices within a field. Authors should address the sex and/or gender dimensions of their research in their article. In cases where they cannot, they should discuss this as a limitation to their research's generalizability. Importantly, authors should explicitly state what definitions of sex and/or gender they are applying to enhance the precision, rigor and reproducibility of their research and to avoid ambiguity or conflation of terms and the constructs to which they refer (see Definitions section below). Authors can refer to the Sex and Gender Equity in Research (SAGER) guidelines and the SAGER guidelines checklist. These offer systematic approaches to the use and editorial review of sex and gender information in study design, data analysis, outcome reporting and research interpretation - however, please note there is no single, universally agreed-upon set of guidelines for defining sex and gender.

**Definitions**

Sex generally refers to a set of biological attributes that are associated with physical and physiological features (e.g., chromosomal genotype, hormonal levels, internal and external anatomy). A binary sex categorization (male/female) is usually designated at birth ("sex assigned at birth"), most often based solely on the visible external anatomy of a newborn. Gender generally refers to socially constructed roles, behaviors, and identities of women, men and gender-diverse people that occur in a historical and cultural context and may vary across societies and over time. Gender influences how people view themselves and each other, how they behave and interact and how power is distributed in society. Sex and gender are often incorrectly portrayed as binary (female/male or woman/man) and unchanging whereas these constructs actually exist along a spectrum and include additional sex categorizations and gender identities such as people who are intersex/have differences of sex development (DSD) or identify as non-binary. Moreover, the terms "sex" and "gender" can be ambiguous—thus it is important for authors to define the manner in which they are used. In addition to this definition guidance and the SAGER guidelines, the resources on this page offer further insight around sex and gender in research studies.

**Author contributions**

For transparency, we require corresponding authors to provide co-author contributions to the manuscript using the relevant CRediT roles. The CRediT taxonomy includes 14 different roles describing each contributor's specific contribution to the scholarly output. The roles are: Conceptualization; Data curation; Formal analysis; Funding acquisition; Investigation; Methodology; Project administration; Resources; Software; Supervision; Validation; Visualization; Roles/Writing - original draft; and Writing - review & editing. Note that not all roles may apply to every manuscript, and authors may have contributed through multiple roles. More details and an example.

**Changes to authorship**

Authors are expected to consider carefully the list and order of authors before submitting their manuscript and provide the definitive list of authors at the time of the original submission. Any addition, deletion or rearrangement of author names in the authorship list should be made only before the manuscript has been accepted and only if approved by the journal Editor. To request such a change, the Editor must receive the following from the corresponding author: (a) the reason
for the change in author list and (b) written confirmation (e-mail, letter) from all authors that they agree with the addition, removal or rearrangement. In the case of addition or removal of authors, this includes confirmation from the author being added or removed.

Only in exceptional circumstances will the Editor consider the addition, deletion or rearrangement of authors after the manuscript has been accepted. While the Editor considers the request, publication of the manuscript will be suspended. If the manuscript has already been published in an online issue, any requests approved by the Editor will result in a corrigendum.

*Article transfer service*
This journal uses the Elsevier Article Transfer Service to find the best home for your manuscript. This means that if an editor feels your manuscript is more suitable for an alternative journal, you might be asked to consider transferring the manuscript to such a journal. The recommendation might be provided by a Journal Editor, a dedicated Scientific Managing Editor, a tool assisted recommendation, or a combination. If you agree, your manuscript will be transferred, though you will have the opportunity to make changes to the manuscript before the submission is complete. Please note that your manuscript will be independently reviewed by the new journal. *More information.*

*Copyright*
Upon acceptance of an article, authors will be asked to complete a ‘Journal Publishing Agreement’ (for more information on this and copyright see https://www.elsevier.com/copyright). Acceptance of the agreement will ensure the widest possible dissemination of information. An e-mail will be sent to the corresponding author confirming receipt of the manuscript together with a ‘Journal Publishing Agreement’ form or a link to the online version of this agreement.

Subscribers may reproduce tables of contents or prepare lists of articles including abstracts for internal circulation within their institutions. Permission of the Publisher is required for resale or distribution outside the institution and for all other derivative works, including compilations and translations (please consult https://www.elsevier.com/permissions). If excerpts from other copyrighted works are included, the author(s) must obtain written permission from the copyright owners and credit the source(s) in the article. Elsevier has preprinted forms for use by authors in these cases: please consult https://www.elsevier.com/permissions.

*Permissions for copyrighted materials*
Authors must ensure that they have sought and obtained all the necessary permissions to reproduce any text, figures, videos, data etc. *prior* to submitting their paper for review to avoid problems post-acceptance.

*Elsevier supports responsible sharing*
Find out how you can share your research published in Elsevier journals.

*Role of the funding source*
You are requested to identify who provided financial support for the conduct of the research and/or preparation of the article and to briefly describe the role of the sponsor(s), if any, in study design; in the collection, analysis and interpretation of data; in the writing of the report; and in the decision to submit the article for publication. If the funding source(s) had no such involvement, it is recommended to state this.

*Submission*
Submission to this journal proceeds totally online. Use the following guidelines to prepare your article. Via the online submission and review website (https://www.editorialmanager.com/PRAGMA/default.aspx) you will be guided stepwise through the creation and uploading of the various files. The system automatically converts source files to a single Adobe Acrobat PDF version of the article, which is used in the peer-review process. Please note that even though manuscript source files are converted to PDF at submission for the review process, these source files are needed for further processing after acceptance. All correspondence, including notification of the Editor's decision and requests for revision, takes place by e-mail and via the author's homepage, removing the need for a hard-copy paper trail.

*Cover letter*
Please indicate within your cover letter if your article would be eligible for the JoP Early Career Researcher Award. All single-authored or dual-authored papers (up to two authors) submitted and published as a general submission will be considered. In the case of single-authored papers, the
author must be currently a graduate student or have only received their PhD degree within the three years prior to year of publication, while in the case of dual-authored papers, both authors must meet these criteria.

**Additional information**

**Revisions**
Should authors be requested by the Editor to revise the text, the revised version should be submitted within 6 months. After this period, the article will be regarded as a new submission.

**Word Count**
Authors of regular articles are asked to keep their manuscript between 7,000 to 9,000 words. Longer or shorter articles may be accepted, but this is entirely at the discretion of the Editors.

**Reviewer Suggestions**
Authors are requested to list a maximum of 2 potential reviewers (with their names, affiliation details and email addresses) with the following restrictions: no current or previous mentors/supervisors, no current or previous research collaborators, no current or previous students or post-docs, no reviewers from the same institution. The editors retain the sole right to decide whether or not suggested reviewers are contacted. Please note that normally not more than 1 of the reviewers for a particular manuscript will be sourced from the list of suggested names.

**PREPARATION**

**Queries**
For questions about the editorial process (including the status of manuscripts under review) or for technical support on submissions, please visit our Support Center.

**NEW SUBMISSIONS**
Submission to this journal proceeds totally online and you will be guided stepwise through the creation and uploading of your files. The system automatically converts your files to a single PDF file, which is used in the peer-review process.
As part of the Your Paper Your Way service, you may choose to submit your manuscript as a single file to be used in the refereeing process. This can be a PDF file or a Word document, in any format or layout that can be used by referees to evaluate your manuscript. It should contain high enough quality figures for refereeing. If you prefer to do so, you may still provide all or some of the source files at the initial submission. Please note that individual figure files larger than 10 MB must be uploaded separately.

**References**
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct.

**Formatting requirements**
There are no strict formatting requirements but all manuscripts must contain the essential elements needed to convey your manuscript, for example Abstract, Keywords, Introduction, Materials and Methods, Results, Conclusions, Artwork and Tables with Captions.
If your article includes any Videos and/or other Supplementary material, this should be included in your initial submission for peer review purposes.
Divide the article into clearly defined sections.

**Figures and tables embedded in text**
Please ensure the figures and the tables included in the single file are placed next to the relevant text in the manuscript, rather than at the bottom or the top of the file. The corresponding caption should be placed directly below the figure or table.
Peer Review
This journal operates a double anonymized review process. All contributions will be initially assessed by the editor for suitability for the journal. Papers deemed suitable are then typically sent to a minimum of two independent expert reviewers to assess the scientific quality of the paper. The Editor is responsible for the final decision regarding acceptance or rejection of articles. The Editor's decision is final. Editors are not involved in decisions about papers which they have written themselves or have been written by family members or colleagues or which relate to products or services in which the editor has an interest. Any such submission is subject to all of the journal's usual procedures, with peer review handled independently of the relevant editor and their research groups. More information on types of peer review.

Double anonymized review
This journal uses double anonymized review, which means the identities of the authors are concealed from the reviewers, and vice versa. More information is available on our website. To facilitate this, please include the following separately: Title page (with author details): This should include the title, authors' names, affiliations, acknowledgements and any Declaration of Interest statement, and a complete address for the corresponding author including an e-mail address. Anonymized manuscript (no author details): The main body of the paper (including the references, figures, tables and any acknowledgements) should not include any identifying information, such as the authors' names or affiliations.

Information to help prepare a blinded manuscript
Besides the obvious need to remove names and affiliations under the title within the manuscript, there are other steps that need to be taken to ensure the manuscript is correctly prepared for double-blind peer review. To assist with this process the key items that need to be observed are as follows: Cite papers published by the author in the text as follows: `[Author(s), 2021]`. For blinding in the References list: `[Author(s) 2021] Details omitted for double-blind reviewing.`. Place these author references at the top of the References list, not where they would appear in the usual alphabetical listing. Use the third person to refer to work the authors have previously undertaken, e.g., replace any phrases like `as we have shown before` with `has been shown before [Author(s), 2021]`. Use the third person to refer to work the authors have previously undertaken, e.g., replace any phrases like `as we have shown before` with `has been shown before [Author(s), 2021]`. Make sure figures do not contain any affiliation related identifier. Do not include acknowledgments. Remove references to funding sources. Remove any identifying information, including author names, from file names and ensure document properties are also anonymized. If this is a resubmission, make sure the Response to Reviewers document is properly anonymized according to the guidelines above and do not sign your name at the end of the response.

REVISED SUBMISSIONS
Language
Your text should be written in impeccable English (US American spelling is standard for the Journal of Pragmatics; however, other native usages are accepted, but not a mixture of these). Italics are not to be used for common expressions of Latin origin, such as *i.e.*, *viz.*, *in vivo*, *et al.*, *per se*; italics are used for emphasis, and to render expressions quoted in the text in other languages than English. Lengthy quotation in foreign languages should be avoided except where necessary to document the examples given. All non-English quotations should be accompanied by an English translation and (in the case of examples given in the text) by a word-by-word rendering (and possibly a transliteration, in the case of foreign alphabets).

For numbers, use decimal points (not commas); commas are to be used for thousands (1,000, 10,000 and so on).

Font
Authors are asked to use the Arial Unicode MS font where possible for the preparation of their manuscripts. This will ensure the best conversion when typesetting your paper.
**Use of word processing software**

Regardless of the file format of the original submission, at revision you must provide us with an editable file of the entire article. Keep the layout of the text as simple as possible. Most formatting codes will be removed and replaced on processing the article. The electronic text should be prepared in a way very similar to that of conventional manuscripts (see also the Guide to Publishing with Elsevier). See also the section on Electronic artwork.

To avoid unnecessary errors you are strongly advised to use the 'spell-check' and 'grammar-check' functions of your word processor.

**Article structure**

**Subdivision - numbered sections**

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

**Introduction**

State the objectives of the work and provide an adequate background, avoiding a detailed literature survey or a summary of the results.

**Results**

Results should be clear and concise.

**Discussion**

This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.

**Conclusions**

The main conclusions of the study may be presented in a short Conclusions section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.

**Appendices**

If there is more than one appendix, they should be identified as A, B, etc. Formulae and equations in appendices should be given separate numbering: Eq. (A.1), Eq. (A.2), etc.; in a subsequent appendix, Eq. (B.1) and so on. Similarly for tables and figures: Table A.1; Fig. A.1, etc.

**Bio-note**

Include a short (maximum 100 words) biblio-biographical note (often called a 'vita') on each author.

**Essential title page information**

- **Title.** Concise and informative. Titles are often used in information-retrieval systems. Avoid abbreviations and formulae where possible.

- **Author names and affiliations.** Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. You can add your name between parentheses in your own script behind the English transliteration. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lower-case superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

- **Corresponding author.** Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication. This responsibility includes answering any future queries about Methodology and Materials. **Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.**

- **Present/permanent address.** If an author has moved since the work described in the article was done, or was visiting at the time, a 'Present address' (or 'Permanent address') may be indicated as a footnote to that author's name. The address at which the author actually did the work must be retained as the main, affiliation address. Superscript Arabic numerals are used for such footnotes.

**Highlights**

Highlights are mandatory for this journal as they help increase the discoverability of your article via search engines. They consist of a short collection of bullet points that capture the novel results of your research as well as new methods that were used during the study (if any). Please have a look at the example Highlights.
Highlights should be submitted in a separate editable file in the online submission system. Please use 'Highlights' in the file name and include 3 to 5 bullet points (maximum 85 characters, including spaces, per bullet point).

**Abstract**

A concise and factual abstract is required (maximum length 200 words). The abstract should state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often referred to separately from the article, so it must be able to stand alone. References to the literature should preferably not occur in the abstract but if essential, they must be cited as in the body text, with reference to a separate, brief list. Non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

**Keywords**

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "pragmatics", and do not use "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

**Abbreviations**

Define abbreviations that are not standard in this field in a footnote to be placed on the first page of the article. Such abbreviations that are unavoidable in the abstract must be defined at their first mention there, as well as in the footnote. Ensure consistency of abbreviations throughout the article.

**Acknowledgements**

acknowledgements text in the title page of your submission. Do not include it in the main source file. List here those individuals who provided help during the research (e.g., providing language help, writing assistance or proof reading the article, etc.).

**Formatting of funding sources**

List funding sources in this standard way to facilitate compliance to funder's requirements:

Funding: This work was supported by the National Institutes of Health [grant numbers xxxx, yyyyy]; the Bill & Melinda Gates Foundation, Seattle, WA [grant number zzzz]; and the United States Institutes of Peace [grant number aaaa].

If no funding has been provided for the research, it is recommended to include the following sentence:

This research did not receive any specific grant from funding agencies in the public, commercial, or not-for-profit sectors.

**Nomenclature and units**

**Quotations**

Quotations should be enclosed in "double" quotation marks; use English conventions, and avoid any 'Continental' (German, French, etc.) styles. Single ('scare') quotes may be used to draw attention to a particular item in the text. Words from other languages, and words intended to be especially emphasized, should be italicized. For special-purpose emphasis, use **boldface** or underlining.

**References**

References in the text to publications should include the author's name, immediately followed by the year of publication, and, if necessary, page numbers, as in the following example:

Although this type of conversational coordination has been investigated from different points of view over the years (Sacks et al., 1974; Van Dijk and Kintsch, 1983; Schiffrin, 1987a, b), a general theory of language use accounting for it, is still, in Kasher's (1991b:129) words, "...". For more information, please see the section below on references.

**Symbols**
Current typefaces should be used, and special symbols should be avoided as much as possible. Most standard logical symbols are printable, as well as the Greek, Cyrillic and various other Slavic alphabets, phonetic (IPA standard) symbols, Chinese characters, and Japanese kanji/kana. Since the electronic submission system converts your documents to PDF, please be sure to check the PDF version of your article thoroughly before proceeding with submission, if your article contains any of these symbols.

Footnotes
Footnotes should be used sparingly. Number them consecutively throughout the article. Many word processors build footnotes into the text, and this feature may be used. Should this not be the case, indicate the position of footnotes in the text and present the footnotes themselves separately at the end of the article.

Artwork

Electronic artwork
General points
• Make sure you use uniform lettering and sizing of your original artwork.
• Preferred fonts: Arial (or Helvetica), Times New Roman (or Times), Symbol, Courier.
• Number the illustrations according to their sequence in the text.
• Use a logical naming convention for your artwork files.
• Indicate per figure if it is a single, 1.5 or 2-column fitting image.
• For Word submissions only, you may still provide figures and their captions, and tables within a single file at the revision stage.
• Please note that individual figure files larger than 10 MB must be provided in separate source files.

A detailed guide on electronic artwork is available.
You are urged to visit this site; some excerpts from the detailed information are given here.

Formats
Regardless of the application used, when your electronic artwork is finalized, please 'save as' or convert the images to one of the following formats (note the resolution requirements for line drawings, halftones, and line/halftone combinations given below):
EPS (or PDF): Vector drawings. Embed the font or save the text as 'graphics'.
TIFF (or JPG): Color or grayscale photographs (halftones): always use a minimum of 300 dpi.
TIFF (or JPG): Bitmapped line drawings: use a minimum of 1000 dpi.
TIFF (or JPG): Combinations bitmapped line/halftone (color or grayscale): a minimum of 500 dpi is required.

Please do not:
• Supply files that are optimized for screen use (e.g., GIF, BMP, PICT, WPG); the resolution is too low.
• Supply files that are too low in resolution.
• Submit graphics that are disproportionately large for the content.

Color artwork
Please make sure that artwork files are in an acceptable format (TIFF (or JPEG), EPS (or PDF), or MS Office files) and with the correct resolution. If, together with your accepted article, you submit usable color figures then Elsevier will ensure, at no additional charge, that these figures will appear in color online (e.g., ScienceDirect and other sites) regardless of whether or not these illustrations are reproduced in color in the printed version. For color reproduction in print, you will receive information regarding the costs from Elsevier after receipt of your accepted article. Please indicate your preference for color: in print or online only. Further information on the preparation of electronic artwork.

Figure captions
Ensure that each illustration has a caption. A caption should comprise a brief title (not on the figure itself) and a description of the illustration. Keep text in the illustrations themselves to a minimum but explain all symbols and abbreviations used.

Tables
Please submit tables as editable text and not as images. Tables can be placed either next to the relevant text in the article, or on separate page(s) at the end. Number tables consecutively in accordance with their appearance in the text and place any table notes below the table body. Be sparing in the use of tables and ensure that the data presented in them do not duplicate results described elsewhere in the article. Please avoid using vertical rules and shading in table cells.
References
Incomplete or sloppy bibliographies will be returned to the authors. Note, in particular, the journal's requirement to provide authors' full first names.

Citation in text
Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Any references cited in the abstract must be given in full. Unpublished results and personal communications are not recommended in the reference list, but may be mentioned in the text. If these references are included in the reference list they should follow the standard reference style of the journal and should include a substitution of the publication date with either 'Unpublished results' or 'Personal communication'. Citation of a reference as 'in press' implies that the item has been accepted for publication.

Web references
As a minimum, the full URL should be given and the date when the reference was last accessed. Any further information, if known (DOI, author names, dates, reference to a source publication, etc.), should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or can be included in the reference list.

Data references
This journal encourages you to cite underlying or relevant datasets in your manuscript by citing them in your text and including a data reference in your Reference List. Data references should include the following elements: author name(s), dataset title, data repository, version (where available), year, and global persistent identifier. Add [dataset] immediately before the reference so we can properly identify it as a data reference. The [dataset] identifier will not appear in your published article.

Preprint references
Where a preprint has subsequently become available as a peer-reviewed publication, the formal publication should be used as the reference. If there are preprints that are central to your work or that cover crucial developments in the topic, but are not yet formally published, these may be referenced. Preprints should be clearly marked as such, for example by including the word preprint, or the name of the preprint server, as part of the reference. The preprint DOI should also be provided.

References in a special issue
Please ensure that the words 'this issue' are added to any references in the list (and any citations in the text) to other articles in the same Special Issue.

Reference management software
Most Elsevier journals have their reference template available in many of the most popular reference management software products. These include all products that support Citation Style Language styles, such as Mendeley. Using citation plug-ins from these products, authors only need to select the appropriate journal template when preparing their article, after which citations and bibliographies will be automatically formatted in the journal's style. If no template is yet available for this journal, please follow the format of the sample references and citations as shown in this Guide. If you use reference management software, please ensure that you remove all field codes before submitting the electronic manuscript. More information on how to remove field codes from different reference management software.

Reference formatting
There are no strict requirements on reference formatting at submission. References can be in any style or format as long as the style is consistent. Where applicable, author(s) name(s), journal title/book title, chapter title/article title, year of publication, volume number/book chapter and the article number or pagination must be present. Use of DOI is highly encouraged. The reference style used by the journal will be applied to the accepted article by Elsevier at the proof stage. Note that missing data will be highlighted at proof stage for the author to correct. If you do wish to format the references yourself they should be arranged according to the following examples:

Reference style
Text. References in the text to publications should include the author's name, the year of publication, and, if necessary, page numbers, as in the following example: Although this type of conversational coordination has been investigated from different points of view over the years (Sacks et al., 1974; Van Dijk and Kintsch, 1983; Schiffrin, 1987a, b), a general theory of language use accounting for it, is still, in Kasher's (1991b:129) words, "...".
List. An alphabetically arranged reference list containing all works referred to, both in the text and footnotes (and possibly the abstract), should be included at the end of the manuscript. Authors’ full first names should be always be given (unless the authors themselves customarily use only initials); however, editors of collected volumes may be referred to by their initials only. References to two or more works by the same author in a single year should be accompanied by a lower-case "a", "b", etc. after the year of publication, both in the reference list and in citations in the text. References to books should include the place of publication and the publisher's name, and references to articles in journals should include volume and page numbers; titles of books (not of articles) should furthermore be capitalized.

Compare the following examples:

Reference to a journal publication:

Reference to a chapter in an edited book:

Reference to a book:

Multiple references to the same author:

Video
Elsevier accepts video material and animation sequences to support and enhance your scientific research. Authors who have video or animation files that they wish to submit with their article are strongly encouraged to include links to these within the body of the article. This can be done in the same way as a figure or table by referring to the video or animation content and noting in the body text where it should be placed. All submitted files should be properly labeled so that they directly relate to the video file's content. In order to ensure that your video or animation material is directly usable, please provide the file in one of our recommended file formats with a preferred maximum size of 150 MB per file, 1 GB in total. Video and animation files supplied will be published online in the electronic version of your article in Elsevier Web products, including ScienceDirect. Please supply 'stills' with your files: you can choose any frame from the video or animation or make a separate image. These will be used instead of standard icons and will personalize the link to your video data. For more detailed instructions please visit our video instruction pages. Note: since video and animation cannot be embedded in the print version of the journal, please provide text for both the electronic and the print version for the portions of the article that refer to this content.

Data visualization
Include interactive data visualizations in your publication and let your readers interact and engage more closely with your research. Follow the instructions here to find out about available data visualization options and how to include them with your article.

Supplementary data
Elsevier accepts electronic supplementary material to support and enhance your scientific research. Supplementary files offer the author additional possibilities to publish supporting applications, high-resolution images, background datasets, sound clips and more. Supplementary files supplied will be published online alongside the electronic version of your article in Elsevier Web products, including ScienceDirect: https://www.sciencedirect.com. In order to ensure that your submitted material is directly usable, please provide the data in one of our recommended file formats. Authors should submit the material in electronic format together with the article and supply a concise and descriptive caption for each file. For more detailed instructions please visit our artwork instruction pages at https://www.elsevier.com/artworkinstructions.

IRIS Database
The Journal of Pragmatics encourages authors to consider uploading their data collection materials to the IRIS database. IRIS is an online repository for data collection materials used for second language research. This includes data elicitation instruments such as interview and observation schedules, language tests, pictures, questionnaires, software scripts, URL links, word lists, teaching intervention activities, amongst many other types of materials used to elicit data. Please see www.iris-database.org for more information and to upload. Any questions may be addressed to iris@iris-database.org.

**Research data**

This journal requires and enables you to share data that supports your research publication where appropriate, and enables you to interlink the data with your published articles. Research data refers to the results of observations or experimentation that validate research findings, which may also include software, code, models, algorithms, protocols, methods and other useful materials related to the project.

Below are a number of ways in which you can associate data with your article or make a statement about the availability of your data when submitting your manuscript. When sharing data in one of these ways, you are expected to cite the data in your manuscript and reference list. Please refer to the "References" section for more information about data citation. For more information on depositing, sharing and using research data and other relevant research materials, visit the research data page.

**Data linking**

If you have made your research data available in a data repository, you can link your article directly to the dataset. Elsevier collaborates with a number of repositories to link articles on ScienceDirect with relevant repositories, giving readers access to underlying data that gives them a better understanding of the research described.

There are different ways to link your datasets to your article. When available, you can directly link your dataset to your article by providing the relevant information in the submission system. For more information, visit the database linking page.

For supported data repositories a repository banner will automatically appear next to your published article on ScienceDirect.

In addition, you can link to relevant data or entities through identifiers within the text of your manuscript, using the following format: Database: xxxx (e.g., TAIR: AT1G01020; CCDC: 734053; PDB: 1XFN).

**Research Elements**

This journal enables you to publish research objects related to your original research – such as data, methods, protocols, software and hardware – as an additional paper in a Research Elements journal.

Research Elements is a suite of peer-reviewed, open access journals which make your research objects findable, accessible and reusable. Articles place research objects into context by providing detailed descriptions of objects and their application, and linking to the associated original research articles. Research Elements articles can be prepared by you, or by one of your collaborators.

During submission, you will be alerted to the opportunity to prepare and submit a manuscript to one of the Research Elements journals.

More information can be found on the Research Elements page.

**Data statement**

To foster transparency, we require you to state the availability of your data in your submission if your data is unavailable to access or unsuitable to post. This may also be a requirement of your funding body or institution. You will have the opportunity to provide a data statement during the submission process. The statement will appear with your published article on ScienceDirect. For more information, visit the Data Statement page.

**AFTER ACCEPTANCE**
Online proof correction
To ensure a fast publication process of the article, we kindly ask authors to provide us with their proof corrections within two days. Corresponding authors will receive an e-mail with a link to our online proofing system, allowing annotation and correction of proofs online. The environment is similar to MS Word: in addition to editing text, you can also comment on figures/tables and answer questions from the Copy Editor. Web-based proofing provides a faster and less error-prone process by allowing you to directly type your corrections, eliminating the potential introduction of errors.
If preferred, you can still choose to annotate and upload your edits on the PDF version. All instructions for proofing will be given in the e-mail we send to authors, including alternative methods to the online version and PDF.
We will do everything possible to get your article published quickly and accurately. Please use this proof only for checking the typesetting, editing, completeness and correctness of the text, tables and figures. Significant changes to the article as accepted for publication will only be considered at this stage with permission from the Editor. It is important to ensure that all corrections are sent back to us in one communication. Please check carefully before replying, as inclusion of any subsequent corrections cannot be guaranteed. Proofreading is solely your responsibility.

Offprints
The corresponding author will, at no cost, receive a customized Share Link providing 50 days free access to the final published version of the article on ScienceDirect. The Share Link can be used for sharing the article via any communication channel, including email and social media. For an extra charge, paper offprints can be ordered via the offprint order form which is sent once the article is accepted for publication. Corresponding authors who have published their article gold open access do not receive a Share Link as their final published version of the article is available open access on ScienceDirect and can be shared through the article DOI link.

Additional information
Discount
Authors are entitled to a 30% discount on Elsevier books (excluding major reference works).

Fast Electronic Publication
Once the article has been proofed by the author, it will be published immediately on the journal's 'Articles in Press' section online, thus making it available to subscribers to read and cite. For more information, visit: https://www.sciencedirect.com/science/journal/03782166.

AUTHOR INQUIRIES
Visit the Elsevier Support Center to find the answers you need. Here you will find everything from Frequently Asked Questions to ways to get in touch.
You can also check the status of your submitted article or find out when your accepted article will be published.

Bibliography of Pragmatics
The Journal of Pragmatics supports the Bibliography of Pragmatics online. Authors of accepted articles are encouraged to submit bibliographical information about their articles to the Bibliography using this link.