



Dated: 5 July 2024

## Author Guidelines

All authors contributing a Chapter to the LAP Book titled “**Language Policy and Planning in Pakistan: Policies, Praxes, and Perspectives**” are advised to read carefully this document and follow the guidelines while developing their chapters. It is an established reality that most manuscripts are accorded desk rejection by editors and publishers for failing to incorporate the standard conventions outlined in the author guidelines which are meant to help authors prepare a quality submission with a higher chance of finding its place in the published volume. The chapters will be taken through two rounds of review: first, editors and peer review; and second, publisher and the expert review. At no stage of the publication schedule (refer below) the communication/notification from the editors should be considered as a ‘Final Decision’ or ‘chapter publication confirmation’. Editors reserve the right to drop a chapter from the volume if the revised chapter does not meet minimum quality standards.

### Chapter Submission

The **Corresponding Author** should **Email the Book Chapter**, complete in all respects, and complying with the author guidelines included in this document, as **Word and PDF files** (both) by **September 30, 2024**, using the “**REPLY ALL**” option to the Proposal Acceptance Notification email.

Authors should also submit in the same email a signed **cover letter** addressed to the editors by all the authors and stating: (1) the submission is an original and unpublished work and not under consideration for publishing anywhere; (2) each author’s role/contribution; (3) the chapter has no conflict of interest; and (4) the similarity index generated through Turnitin Software and the **Similarity Report from Turnitin** appended in the email. The authors’ full names, designations, institutional affiliations, emails, and cell phone numbers to be carefully mentioned in the signature block and the corresponding author mentioned clearly.

### Publication Schedule/Timeline

Call for book Chapter Proposals	30 April 2024
Proposal Submission Deadline	31 May 2024
Acceptance Notification to Authors	6 July 2024
Chapter Submission Deadline	30 September 2024
Review Decision to Authors	30 November 2024
Final/Revised Chapter Submission Deadline	15 January 2025
*Manuscript Submission to Publisher by Editors	31 March 2025

\* *The schedule and timeline from this stage onwards will depend on the publisher and their procedures.*



## Chapter Preparation Considerations

- **Length:** A chapter must be between 5,000 and 6,000 words, inclusive of all text in the references and appendix sections.
- **Font style, size, and headings:** Develop the chapter (text) using double-line spaced and 12-point Times New Roman font throughout, and use up to three levels of headings.
- **Tables and visuals:** Tables and figures should be numbered and headed with concise titles. Both tables and figures should be inserted in the main body of the text where they belong. Authors can use pictures and other graphics as well.
- **Citation & Referencing Style:** In keeping with publishing conventions, all chapters must conform to the Publication Manual of the American Psychological Association -**APA style** (6<sup>th</sup> or 7<sup>th</sup> Edition). Information on this format is readily available by googling "APA Style" or at the link: <http://www.apastyle.org>  
Before submitting your chapter, authors must confirm that all sources cited in the text are listed properly in the references section and that all items in the references section are cited in the text.
- **Language:** Use standard Academic and Scientific language and writing style followed in academic publishing for developing your chapter. Please use British English Spellings consistently throughout and edit your chapter draft for grammar, syntax, capitalization, and punctuation. Authors are reminded that **contractions and colloquialisms are inappropriate in formal writing.**
- **Content:** The chapter content and layout must conform to the standard published chapters from prominent publishers i.e. it should have a clear three-part structure: introduction section, main body, and conclusion section, and within each section distinct sub-parts are developed to make the chapter a coherent scholarly piece. The chapter must establish theoretical, technical, and methodological rigor and should satisfy the criteria of “making a substantial contribution to the existing literature through analytical or empirical research.” The chapter draft carefully should focus on the book title, and the theme chosen by the authors; and as they develop chapters, authors continue consciously keeping their draft within the scope set for the chapter in their proposal which will be more refined and developed in the full chapter.

For queries and correspondence with the editors: [vicechair@lap.org.pk](mailto:vicechair@lap.org.pk)

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