

Editorial

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The preparation of an issue of *Names: A Journal of Onomastics* involves several stages. The first is the receipt of a manuscript, which is sent to two anonymous reviewers who then advise me to accept, revise, or reject the submission. Most often there are requests for revision. When both commentaries are in hand, the requests for revisions are forwarded to the author. When the revised version of the document is received, I forward these to the original reviewers for their final word on acceptance. Occasionally, submissions are rejected because they are not related to the field of onomastics, or they are insufficiently original for inclusion in the journal, or for other sound scholarly reasons including persistent faulty organization, grammar, and content error. The next step is to prepare the revised and accepted manuscripts for submission to Maney Publishing's Production Editor in London. This involves the preparation of a table of contents, the current listing of the Officers of the American Name Society, the articles, notes, announcements, book reviews, and calls for papers scheduled to appear in a particular issue. These documents are placed in a secure site at Maney Publishing four times a year (March, June, August and November). At some point thereafter, Maney Publishing sends page proofs to the author(s), to me, and to the Book Review Editor for correction of errors (no rewriting is permitted at this stage). Authors of all materials should then send me their corrections, which I collect in a single document to send to the Production Editor. In addition, all authors must send a signed copyright permission form to the Production Editor, without which the item cannot be published. On occasion, there are too many pages to include in a single issue, so some items must be deferred to a subsequent issue. Ultimately, members of the American Name Society receive the final published copy of *Names*.

There are several matters related to the publication of *Names* that need mention or reiteration. First, the maximum length of an article is twenty pages (5000 words based on a word count of approximately 250 words per page). If this requirement is not met, the article will be returned to the author(s) for a reduction in its length. When submitting a document for evaluation, authors need to include an abstract of about 10 lines and a list of 5–7 key words. Furthermore, they must include Note on Contributor(s), which should include a brief bio-data summary, a street address, and an email address to contact the author. Likewise, they should refer to the Editorial on page 2 of *Names* 57:1 (2009) for additional information about manuscript preparation related to figures and tables. Prior to submitting a document to *Names*, authors should have one or more colleagues proof read the document for accuracy, content, format, and grammaticality. Moreover, when authors receive recommendations for

revision, they should be sure to follow those recommendations carefully. By convention, *Names* spells the word “placename” as a single word. Likewise, *Names* follows US orthographic conventions. For this reason, when you submit an article to the journal, pay attention to these spelling conventions.

A second matter relates to the correction of page proofs of articles, notes, and announcements. These should be sent directly to the Editor (fhnueso1@louisville.edu) via electronic attachment. Corrections for page proofs of book reviews must be sent directly to the Book Review Editor, Dr Chris DeVinne (cdevinne@ursuline.edu) via electronic attachment. If you do not provide corrections for page proofs to the Editor (or the Book Review Editor) in a timely fashion, your article may have to be rescheduled to a future issue of *Names*. When the article will appear depends on a variety of factors. I would kindly ask authors who receive page proofs to follow very carefully the instructions found on page 1 of the Editorial of *Names* 57:1 (2009). Please do not send hard copy text with marginal commentary.

A third matter relates to when articles appear in *Names*. Because of page count requirements for each issue of *Names*, articles, notes, reviews, and other materials may be rescheduled to a later issue even though you have received page proofs with a designation for a specific issue.

During the calendar year 2008, *Names* received a total of 22 submissions. The following actions have been taken on these submissions: 9 acceptances, 4 rejections, 8 pending revision, and 1 withdrawal.

I would like to thank all of the members of the Editorial Board (John Algeo, Edward Callary, Chris DeVinne, Thomas J. Gasque, Robert Julyan, Margaret Lee, Michael F. McGoff, Lisa McNary), and to Dr Bertie Neethling for their tireless effort in providing useful evaluations of the submissions. Without their hard work and conscientious assessments, publication of this journal would be impossible.

I would also like to thank Dr Chris DeVinne for all of her work on the book review section. If you have books for review in *Names*, please contact her at the following email address: Cdevinne@ursuline.edu.

Finally, Roger Payne (US Geological Survey) is scheduled to be the plenary speaker at the annual meeting of the American Name Society January 7–10 2010 in Baltimore, MD, which is held in conjunction with the annual meeting of the Linguistic Society of America.