Author Guideline for GESTURE

1. CONTRIBUTIONS should typically not exceed 10,000 words. They should be in English (either American English or British English, consistent throughout the paper) and follow the American Psychological Association (APA) style. Authors who are not native speakers of English are advised to have their paper checked by a native speaker before submission.

2. MANUSCRIPTS: Manuscripts should be double spaced, with margins of 3 cm all round. The manuscript should start off with the title of the article, the name and affiliation, of each author. A self-contained abstract should follow (max. 150 words), including key words. At the end of the article the email and address of each author should appear as well as a biographical note about the author(s) of not more than 100 words.

3. SUBMISSIONS: Manuscripts should be submitted via our online submission page. Upon acceptance, the author will be requested to send the final version in electronic form in any recent version of Microsoft Word.

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In addition to thorough description of methods and analyses in the manuscript, authors should make the key information and materials accessible to future readers. There are at least three ways to do so. First, the information and materials can be included in the manuscript or submitted as online supplementary materials, submitted with the article. Second, the information can be stored in a publicly accessible online data archive/repository that provides stable URLs (e.g., Open Science Framework, Databrary, open access archives run by universities). The stable URLs should be included in the manuscript. (More information on this can be found at <https://benjamins.com/#authors/opensciencebadges>.) Third, the authors may refer to an existing publication that contains the relevant information.

The manuscript must clearly state how reviewers and future readers can access the following information: 1) the coding manual for any empirical study in which gestures were coded by humans (the coding manual should include descriptions of examples for each category of codes), 2) ALL stimuli for empirical studies (some examples should be presented in the main manuscript, as well), 3) videos underlying any still images reported in the manuscript. For (2) and (3), exceptions can be made when research ethics, permission or copyright issues prevent the authors from sharing with other researchers. Also, the authors can host information about (1), (2), and (3) in
websites accessible to reviewers and editors, but not to the general public, and make them publically accessible upon acceptance of the manuscript. These special arrangements should be explained in the cover letter.

Though not a requirement, we also encourage authors to pre-register their experimental studies (e.g., in Open Science Framework), and to share scripts/syntax used for complex statistical analyses (e.g., linear mixed effect modelling).

Authors interested in submitting a preregistered replication to be reviewed prior to data collection should contact the editor.

6. Examples should be numbered with Arabic numerals (1, 2, 3, etc.) in parentheses and set apart from the main text. For examples in which there are both gestured and spoken components the Editor recommends the following presentation methods. In each method, the production of the gesture should be clearly indicated relative the speech if produced in synchrony.

- Method 1: Figure cross-referenced with underlined text.
  First, gestures can be depicted in figures, and the timing of the gestures in relation to speech can be indicated by underlining the portion of speech when the gesture is produced and with inserting references to the figures in the transcript as below.

(1) use of expressives with complement gestures

<table>
<thead>
<tr>
<th>ka’</th>
<th>t-u-búuj-k’up-t-ej[Figure 1a]</th>
<th>wée::j[Figure 1b]</th>
<th>ka’</th>
<th>h</th>
<th>bin-i</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONJ</td>
<td>CP.TR-3A-slice-cut-APL-SUBJ</td>
<td>IDEO.'salida.de.liquido' CONJ CP.INTR</td>
<td>ir-3B</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

‘and then he cut it in two, wée::j it went’

![Figure 1](image)

**Figure 1. Gesture to complement expresive words**

In this case, authors can use cross-reference (in Microsoft Word) to insert the name of the figure in the text. Also, we recommend authors to make use of the naming of Figure using letters (a, b, c, etc.) to spare space and make adequate referencing (as
- Method 2: Special symbols, bolding, italics and underlying in speech transcript. The onset and offset of a gesture can be indicated in brackets or double parenthesis in speech transcript. The words that co-occur with gestural stroke can be further indicated in bold or italics. The words that co-occur with gestural hold can be indicated with underlying.

If the gesture is not produced in synchrony with speech it can be simply indicated using parenthesis or brackets. If it constitutes its own turn in a conversation, it should be shown as is.

Such conventions need to be explained in the first example in the manuscript.

7. LINE DRAWINGS and PHOTOGRAPHS including STILL IMAGES OF VIDEOS should be submitted as JPEG, TIF or EPS files. They should be presented as Figures in the manuscript, numbered consecutively and appropriate captions should be provided, in line with the APA style. Reference to any Figures should be made in the main text and an indication should be provided as to where they should appear.

8. TABLES should be numbered consecutively and should be referred to in the main text (e.g. see Table 1).

9. NOTES should be kept to an absolute minimum. They should be numbered consecutively throughout the paper.

10. REFERENCES: References in the text should follow the APA style. Please consult the Publication Manual of the American Psychological Association for details.

11. SUPPLEMENTARY MATERIALS: Visual and audio information, datasets and scripts for data analysis, as well as additional details of research methods that are not suitable for printing in the journal may be submitted as supplementary materials to be hosted online. Only the materials specified in the section Open Science above are required for peer review. Other materials can be submitted at any point (if authors would like to add supplementary materials after acceptance of the manuscript, please indicate this in the cover letter).

12. Once a paper is accepted for publication, it will be allocated to a forthcoming issue and the author will receive page proofs of his/her contribution for final correction by email in PDF format. These must be returned to the Editor with corrections clearly marked by the dates determined by the publication schedule. Any alterations other than typographical corrections in the page proofs may be charged to the author.

13. Any questions should be sent to: Sotaro Kita
s.kita@warwick.ac.uk