DIALOGUE & DISCOURSE

Summary of policies for the journal *Dialogue & Discourse.* These policies are also available online on the journal's web page: http://dialogue-and-discourse.org/

Mission Statement

Dialogue and Discourse (D&D) is the first peer-reviewed open access journal dedicated exclusively to work that deals with language "beyond the single sentence". The journal adopts an interdisciplinary perspective, accepting work from Linguistics, Computer Science, Psychology, Sociology, Philosophy, and other associated fields with an interest in formally, technically, empirically or experimentally rigorous approaches. We are committed to ensuring the highest editorial standards and rigorous peer-review of all submissions, while granting open access to all interested readers.

D&D is endorsed by SIGdial, SemDial, and AMLaP.

D&D is indexed by: the European Reference Index for the Humanities and Social Sciences, Linguistics and Language Behavious Abstracts, Linguistics Abstracts Online, Linguistic Bibliography Online, the MLA International Bibliography.

D&D gratefully acknowledges support by Bielefeld University Library, who are hosting our journal management system.

Aims and Scope

D&D seeks previously unpublished, high quality articles on the analysis of discourse and dialogue that contain

- experimental and/or theoretical studies related to the construction, representation, and maintenance of (linguistic) context
- linguistic analysis of phenomena characteristic of discourse and/or dialogue (including, but not limited to: reference and anaphora, presupposition and accommodation, topicality and salience, implicature, discourse structure and rhetorical relations, discourse markers and particles, the semantics and pragmatics of dialogue acts, questions, imperatives, non-sentential utterances, intonation, and meta-communicative phenomena such as repair and grounding)
- experimental and/or theoretical studies of agents' information states and their dynamics in conversational interaction
- new analytical frameworks that advance theoretical studies of discourse and dialogue

- research on systems performing coreference resolution, discourse structure parsing, event and temporal structure, and reference resolution in multimodal communication
- experimental and/or theoretical results yielding new insight into non-linguistic interaction in communication
- work on natural language understanding (including spoken language understanding), dialogue management, reasoning, and natural language generation (including text-to-speech) in dialogue systems
- work related to the design and engineering of dialogue systems (including, but not limited to: evaluation, usability design and testing, rapid application deployment, embodied agents, affect detection, mixed-initiative, adaptation, and user modeling).
- extremely well-written surveys of existing work.

Highest priority is given to research reports that are specifically written for a multidisciplinary audience.

The audience is primarily researchers on discourse and dialogue and its associated fields, including computer scientists, linguists, psychologists, philosophers, roboticists, sociologists.

This journal provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge. Articles are distributed under the terms of a Creative Commons Attribution License (https://creativecommons.org/licenses/by/3.0/).

There are no processing fees, and no pay-per-view fees. D&D is published by the Dialogue and Discourse Board of Editors.

Submission

All articles must be submitted through the online submission system. Authors will need to register with the journal before submitting.

- Go to registration »
- Log in to start a submission »

Please note that if you are already registered with the journal with a role other than author, you may have problems to register as the latter. If you encounter problems, log in with your alternative role (e.g. as a reviewer) and follow these steps:

1. Click on "My journals"
2. Click on "Register for another journal" (not too intuitive)
3. Pick D&D
4. Click on "Click here if you are already registered..."
5. Type in your username and password again and check the box for reader, author or reviewer (whichever role you want to add).

You will then be able to choose between your roles (e.g. author and reviewer) after logging in.

Formatting

Articles may be submitted in any formatting style. However, we encourage authors to format their submissions using the D&D-style required for publication.

- Sample article formatted in the D&D-style
- LaTeX package containing the D&D-style
- Equivalent MS-Word template

Authors should submit a **PDF** version of their article containing the full name of all authors and their affiliations through the online submission system. The online submission form will also ask for an abstract in plain text.

Submission Preparation Checklist

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

1. The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
2. The submission file is in PDF format.
3. The manuscript is NOT anonymous, i.e. it includes the full name(s) and affiliation(s) of the author(s), in accordance with D&D's single-blind peer-review policy.
4. If during the submission process you encounter a link that urges you to ensure a double-blind review, please ignore it.
5. The text adheres to the stylistic format of D&D (see above, Formatting).
6. When available, the URLs to access references online are provided, including those for open access versions of the reference. The URLs are ready to click (e.g., http://pkp.sfu.ca).

Authors and Author Responsibilities

- Dialogue & Discourse provides immediate open access to its content on the principle that making research freely available to the public supports a greater global exchange of knowledge.
- Articles are distributed under the terms of a Creative Commons Attribution License (https://creativecommons.org/licenses/by/3.0/).
- There are no processing fees, and no pay-per-view fees. D&D is published by the Dialogue and Discourse Board of Editors.
- Authors are obliged to particpate in the peer review process.
- All authors should have significantly contributed to the research. For a definition of authorship, you can consult the Council of Science Editors.
- Authors are obliged to provide retractions or corrections of mistakes.
- Authors should provide information on financial support for the research.

Guidelines for Reviewing

Reviewing is single-blind (the identities of reviewers are not known to authors, but that of the authors is known to the reviewers). At least three reviewers will review each submission that is not a desk reject. Of course, no conflicts of interest are allowed, and authors of papers may not come into contact with any part of the reviewing process. Reviewers will treat manuscripts confidentially.

- **Significance:** Does the paper constitute a significant, technically correct contribution to the field that is appropriate for D&D? Is it sufficiently different from prior published work (by the author or others) to merit a new publication? Is it clear how the work advances the current state of understanding, and why the advance matters?
- **Related Work and Discussion:** Are strength and limitations and generality of the research adequately discussed, in particular in relation to related work? Do the authors clearly acknowledge and identify the contributions of their predecessors?
- **Evaluation:** Do the authors evaluate their work in some way (theoretically and/or empirically)? Are all claims clearly articulated and supported either by empirical experiments or theoretical analyses?
- **Interdisciplinary Relevance:** Besides assessing standard aspects of scientific rigor and impact, reviewers should assess the interdisciplinary significance of manuscripts.
- **Clarity:** Is it written in a way such that an interested reader with a background in either Psychology or Logic/Language/Information, but no special knowledge of the paper's sub ject, could understand and appreciate the paper's results? In particular,
    1. Is it written in a clear, readable style, with good grammar and few (if any) typographical errors?
    2. Are the goals and contributions of the work clearly and correctly stated?
    3. Are the problem description, approach and evaluation (if relevant) adequately detailed for others to replicate the work?
    4. If the paper introduces new terminology or techniques, does it explain why current terminology or techniques are insufficient?
    5. Does it include examples?
- **Feedback for Authors:** Although timeliness is important in reviewing, providing substantive feedback to authors is also important. Reviewers should view their tasks as scientific communication and as helping authors improve the quality of their work in a constructive and collegial manner.
- **Recommendation:** Please also recommend a decision: accept, conditional accept, reject with encouragement to revise and resubmit, and reject. If you suggest conditional accept, please provide a precise list of changes that can easily be checked upon resubmission.

Constitution of the Journal

Preamble

Dialogue & Discourse is committed to:

- publishing the best research in the area of discourse and dialogue (as specified by the [Aims and Scope](#) document)
- in a timely manner (mean time between submission and decision of 3 months), and

- open to interested readers everywhere (open access).

To achieve this, D&D gives itself the following constitution.

Editor in Chief (and Editor-elect)

The job of the editor rotates among the managing editors. The tenure is 6 months. At any time, at least the editor and the editor-elect (the board member that will be editor after the current one) has been designated.

The editor of the journal has the following responsibilities:

- is the first port of call for all incoming communications (submissions, queries etc.) and is responsible for their timely processing;
- assigns papers to executive board members / action editors;
- moderates discussions on the executive board and, if otherwise no decision can be reached, makes final decisions.

The editor is supported in this by the editor-elect; e.g., the editor can ask the editor-elect to take on some of the responsibilities listed above.

Managing Editors

The managing editors jointly manage organisational questions. The editors also have responsiblities for specific areas, through also being area chairs.

The normal term of service for a managing editor is 4 years. (When the journal starts, however, exactly half of the managing editors will have a term of 5 years, so that at the beginning of year 5 only half of the board changes.) Under normal circumstances, a managing editor whose term has completed will remain on the board until a successor has been found.

In exceptional cases, the board of managing editors can vote to terminate a board member's term early. For this a two-thirds majority is required.

Candidates for successors of leaving editors have to be proposed by a member of the board and accepted by a two-thirds majority. Delegates from endorsing organisations also have to be accepted by a two-thirds majority of the current members of the board.

The areas are served by at least two managing editors, the action editors for that area. Their responsibilities are:

- assigning reviewers (with guidance from the editorial board, see below) to submissions;
- communicating the state of the reviewing process to authors;
- resolving possible conflicts in the reviews;
- make a suggestion on acceptance to editor.

The areas are:

- dialogue systems
- discourse
- linguistics of dialogue
- psychology of dialogue

Editorial Board

The editorial board consists of international experts in the fields covered by the journal.

Researchers are invited into the board by the executive board. The term of service on the board is 3 years. (Again, for the first terms there will be a split between board members with terms of 2 years and those with terms of 3 years, to effect a staggered transition.)

In exceptional cases, the board can vote to terminate a board member's term early. For this a two-thirds majority is required.

Procedures

Reviewing is single-blind (the identities of reviewers are not known to authors, but that of the authors is known to the reviewers). At least three reviewers will review each submission that is not a desk reject. No conflicts of interest are allowed for reviewers (e.g. members of same department, academic supervisors, etc.) Managing Editors and members of the Editorial Board may submit articles to the journal, they will however be excluded from all stages of the decision process.

There is a special category of ``invited papers'', which will be marked as such when published, and which do not undergo the normal review process (but may undergo an editorial process where suggestions for improvements are sought). Invitations for such papers are made by the current editor in chief, if a proposal for an invitation has found a majority on the board of managing editors.

There can be thematic special issues of the journal, which are edited by guest editors. Such special issues can be proposed to the editor in chief by all researchers from the community, and proposals are accepted by majority vote of the board of managing editors. Special issues should have an open call for submissions. At least half of the reviewers for the special issue will be selected by the board of managing editors.

Ethics and Malpractice Policies

1. Peer-review process

- All of D&D's content is subjected to peer-review.

- D&D's reviewers should have no conflict of interest: by consenting to review they indicate no COI with respect to the paper reviewed.
- Reviewers should point out relevant published work which is not yet cited.
- Reviewers should treat all work with respect and endeavour to review it within the deadline.
- Reviewed articles are all treated confidentially.

2. Publication ethics

- The managing and associate editors always take reasonable steps to identify and prevent the publication of papers where research misconduct has occurred.
- In no case shall D&D or its editors encourage such misconduct, or knowingly allow such misconduct to take place.
- In the event that D&D's editors are made aware of any allegation of research misconduct they will deal with allegations appropriately.

3. Retraction and Correction

D&D has guidelines for retracting or correcting articles including but not limited to the cases listed below.

Article Retraction: grounds for retraction include but are not limited by the following:

- the findings have previously been published elsewhere without proper cross-referencing or permission
- it constitutes plagiarism (appropriation of another person's ideas, processes, results, or words without giving appropriate credit (including those obtained through confidential review of others' manuscripts)
- it reports unethical research
- the peer-review process has been compromised / manipulated and the scientific integrity of the article cannot be guaranteed
- authors' conflict(s) of interest have been disclosed post publication and the disclosure is significant enough to potentially change the conclusions (in the judgment of the editors).

We will also consider retraction to correct errors in submission or publication. In such a case:

- A retraction note titled "Retraction: [article title]" signed by the authors and/or the editor is published is included in a link made to the original article.
- The online article is preceded by a screen containing the retraction note. It is to this screen that the link resolves; the reader can then proceed to the article itself.
- The original article is retained unchanged save for a watermark on the .pdf indicating on each page that it is "retracted."

D&D's editors will consider issuing a [Corrigendum](#) / Editorial Note (if the authors do not agree with the text) and including it in a link made to the original article if:

- a small portion of an otherwise reliable publication proves to be misleading (especially because of honest error)
- the author / contributor list is incorrect (i.e. a deserving author has been omitted or somebody who does not meet authorship criteria has been included)

- authors' potential conflict(s) of interest have been disclosed post publication.

D&D editors will consider issuing an Expression of Concern and including it in a link made to the original article if:

- they receive inconclusive evidence of research or publication misconduct by the authors
- they believe that an investigation into alleged misconduct related to the publication either has not been, or would not be, fair and impartial or conclusive
- an investigation is underway but a judgment will not be available for a considerable time.