FAQs for Contributors to *Names: A Journal of Onomastics*

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1. How can I obtain information on how to prepare my manuscript for submission to the Editor of *Names: A Journal of Onomastics*?

Go to the Maney website [http://www.maneyonline.com/](http://www.maneyonline.com/). From there go to letter “N” on the left side of the page (“Browse by journal”). *Names: A Journal of Onomastics* is the first journal listed. On the right side of the Names page, go to “Instructions for Authors”. There, you will find the following information:

- Journal statement
- Submission instructions
- Preparing your article
  - Article titles
  - Abstracts, Keywords
  - Conditions of Submission
  - Spelling and references
  - Endnotes
  - References
  - Quotations
  - Spelling and dates
  - Punctuation
  - Acknowledgments
  - Submission of articles and reviews on disk
  - Tables
  - Supplementary Material
  - Illustrations
  - Using copyrighted material
  - Author images
  - Using images from Google
  - Using images and other content from the internet
  - Plagiarism and publishing ethics
  - Online color
- After acceptance
  - ManeyTrack
  - Digital Object Identifier
  - Proofs
  - Eprints
  - Permissions
2. What makes a good paper for *Names: A Journal of Onomastics*?

[Note: The material in questions 2, 3, 4, and 5 comes from a presentation by Sheri Spaine Long (University of North Carolina, Charlotte and Frank Nuessel, University of Louisville at the annual meeting of the American Name Society in Minneapolis, MN January 3, 2014.)]

- Thesis/Hypothesis and study design that are novel, strong
- Methods that are validated and properly described
- Text that is clear, concise and non-repetitive
- Figures that stand alone (i.e. text unnecessary)
- Data that are properly presented
- Discussion that interprets, not repeats, data
- Discussion that is signposted
- Discussion that is balanced, not selective
- Conclusion that is accurate

3. How do I know that *Names: A Journal of Onomastics* is the appropriate journal for reporting the results of my research?

Read the instructions to authors before starting to write, so that you do not waste your time because you failed to conform to:

- Length limits
- Style requirements
- Content restrictions
- Conflict of interest requirements
- Prior publication policies
- Topic scope
4. What are some common errors in submitting an article to *Names: A Journal of Onomastics*?

- Spelling
- Subject – Verb Agreement (data is/are)
- Complete Sentences
- Avoid Wordiness
- Precision in Choice of Words
- Passive vs. Active Voice

5. Why was my submission to *Names: A Journal of Onomastics* rejected?

- Too small an advance in knowledge in the field
- New knowledge that is insignificant
- Lack of novelty: confirmatory only
- Design or execution flaws
- Poorly written
- Overstating
- Inappropriate topic for journal

6. What do I do if my submission to *Names: A Journal of Onomastics* requires revision or rejects it?

Several recent submissions to the journal indicate that authors have not paid attention to the following requirement for submissions to *NAMES*. We ask that all authors read and comply with this prerequisite for submissions to the journal. Following these rules will facilitate the processing of submissions, and it will expedite editorial responses. This policy was decided at the meeting of the Executive Council of the American Name Society January 2011 and published in the Editorial in *Names* 59:2 (2011), 65. This same statement also appears in *Names* 62 (2014): 1.
NAMES is dedicated to publishing a broad diversity of previously unpublished scholarly articles and book reviews in the field of onomastics. Authors from every corner of the world are therefore warmly encouraged to submit their work. Please be aware, however, that NAMES requires all submissions to adhere to US American English grammar, punctuation, spelling, and style. All manuscripts must be scrupulously edited before submission to ensure the highest standard of academic writing. Work with numerous factual, typographical, and/or grammatical errors will not be accepted for peer review. Before submission, it is therefore strongly recommended that all manuscripts be carefully edited for style, content, and grammar by an experienced proofreader who is a native-speaker of US American English. Any contractual arrangement, which the author(s) may enter into will, however, be exclusively the sole financial responsibility of the author(s). Please be aware that the use of professional proofreading services will in no way guarantee the acceptance of a submission by the review committee and Journal editorial staff. However, the failure to appropriately edit a submission will automatically be considered sufficient grounds for immediate, unqualified rejection.

It should be noted that Maney Publishing Maney has an arrangement with The Charlesworth Group, which offers a 10% discount for Maney authors. The link is: http://www.maneyonline.com/page/authors/languageediting

7. What are some resources to consult before I submit my article to Names: A Journal of Onomastics?

Here are six links for resources for tips on writing articles.

- Writing Paragraphs: http://www.uottawa.ca/academic/arts/writcent/hypergrammar/paragrph.html
- Writing Paragraphs: https://owl.english.purdue.edu/owl/resource/606/01/
- Writing an Academic Paper for Publication: http://www.academia.edu/3030574/Writing_an_academic_paper_for_publication
- Additional Writing Resources: http://scholar.google.de/scholar?q=simkhada+writing&btnG=&hl=en&as_sdt=0%2C5