

## Guidelines for authors

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## GUIDELINES FOR AUTHORS

### Length:

- Articles: Around 7000 words. Longer articles will be considered.
- Reviews: Up to 2500 words.

### Submission:

- Electronically as e-mail attachments (in Word for Windows .doc files).
- All articles by non-native speakers of English must be proofread prior to submission. Any article deemed as not meeting this criterion will be returned to its author.
- Include an abstract (100-150 words) at the beginning, and a short bio-note (60-100 words) at the end, followed by full contact information.
- All contributions must be original and previously unpublished articles, not currently submitted for publication elsewhere.

### Formatting:

- A4 size, single spaced, 2.5 cm margins on all sides. Times New Roman, font size 12 throughout (even in tables and examples).
- Do not use any pre-set or personal styles for text formatting. Remove all such styles prior to submission.
- No page numbering.
- No abbreviations such as *ibid.* and *loc. cit.*
- Use conventional typography (English “curved” quotation marks, single quotation marks for ‘citations’ within other citations, apostrophes (’)) rather than accents, no spaces before punctuation marks, single space after punctuation marks, use tabulator (i.e. not spacebar) for aligning paragraphs, indenting or positioning the text on the page)
- Tables and figures – must be in electronic form and fit within the margins of the page. Use captions (Table 1/Figure 1) with descriptions above the relevant tables and figures.
- No footnotes. Use notes at the end. Keep notes to a minimum. Insert manually as superscript numerals both in the text and at the end of the document in a special section called ‘Notes’.

### In-text citations:

- Short citations should specify the name of the author/editor, the year of publication and page reference (for quoted text only). Try to avoid using page numbers only. Identify publications with the name of the author and year of publication, not the title of the book. For more than two authors, use *et al.* Use parentheses as follows:
  - Movement and manipulative causation are regarded as belonging to the core of causative events (Talmy 1976).
  - For example, Jackendoff (1983: 177) offers two possible interpretations: [...]
  - Biber et al. (1999) term this category circumstance adverbials.
- Long citations should be indented without any change of lining, font or size, and be separated from the preceding and following text by an empty line.

### References:

- All works cited in the text (and only those) must be included in the ‘References’ section, listed in the alphabetical order according to author/editor and with complete bibliographical data.
- Use full names, if known.
- Each citation should be internally complete.
- Internet sources are treated like books (author, year of publication, title). The address and date of consultation should be provided.