

## INSTRUCTIONS TO AUTHORS

### **Editorial policy**

The *Linguarum Arena* accepts proposals for publishing papers on any language didactic topic. Papers from either fundamental or applied research will equally be considered for publication, no matter the theoretical background of the submitted studies.

### **Submission and acceptance**

Prospective authors are encouraged to submit manuscripts within the scope of *Linguarum Arena*. Submitted papers must be previously unpublished – though revised versions or translations of previously published texts can be exceptionally admitted as candidates for publication – and must not be under consideration for publication elsewhere.

All submissions are transmitted to at least two anonymous referees.

For initial submission (i. e., prior to acceptance), three printed copies of the manuscript should be sent to the Editor, without any authors' identification. The submitted manuscript should follow as much as possible the formal indications given in this style sheet, except for the author's identification. Efforts should be made by the prospective authors so that they should not be identifiable from references in the texts either. All items should be accompanied by a separate title page, giving each author's name and affiliation, together with an address to which proofs and editorial correspondence can be sent. Please also include phone, fax and e-mail address. For co-authored papers, first author's contacts will be used in further correspondence.

After a paper is accepted for publication, authors must present a final version as specified below and in full accordance with the instructions provided by this style sheet.

*Number of copies (of an accepted paper):* Two printed copies + One electronic copy (floppy disk, CDROM or e-mail attach are preferred). It is essential that the electronic version match the hard copy exactly. For electronic copies sent by e-mail as attached files, hard printed copies have to be sent by airmail as well.

*Word processors and other software:* MS Word for Windows (DOC or RTF file). For papers with specific symbols or figures (phonetic transcription, OT tableaux, syntax trees a.s.o.), a PDF version (in addition to a DOC or RTF version) *Linguarum Arena* is required. Moreover, clear indication of the used software must be given to the Editor. SIL fonts and software are recommended for preparing the manuscripts.

## Style

Final versions of accepted papers will observe the following specifications.

The Editor reserves the right to return the manuscript to the author's for any corrections when these norms are not respected.

Please consult recent issues of the *Linguarum Arena* to see examples of the guidelines.

## Length

At the Editor's discretion, contributions outside the indicated ranges can be considered for publication. The indicated ranges do not include title, author's identification, abstracts, key-words, final reference list or appendices. Other paper categories can be accepted.

*Articles:* The preferred length of articles is 15 A4 pages approximately, Times New Roman 12 points, double spacing, 2.5 cm margins on all sides. Full-length articles should deal with original topics or research.

*Research notes:* The preferred length of research notes is 8 A4 pages approximately, Times New Roman 12 points, double spacing, 2.5 cm margins on all sides. Research notes could include brief accounts of research or report important work in advance of a more comprehensive paper.

*Book/Software/Webpage reviews:* The preferred length of reviews is 4 A4 pages approximately, Times New Roman 12 points, double spacing, 2.5 cm margins on all sides. Reviews will normally be commissioned by the Editor; nevertheless, offers to review recent books, software or webpages are welcomed. Please get in touch with the Editor if you wish to publish a review. Each book review should specify full bibliographic details of the reviewed book (title, author(s)/editor(s), place and year of publication, publisher, number of pages, edition, hardback/ paperback, ISBN). Software reviews should specify full authorial and technical details (commercial designation, authors, copyright owner, version number, required computer operating system). Webpage reviews should give all necessary details regarding the web host, page creators, http address and date of retrieval.

## Languages

Papers must be written in English, French, Spanish or Portuguese. Contributions in other widespread languages may be also accepted. Contributions in English may use either British or American spelling, provided it is used consistently. Do not hyphenate English words. Contributions in Portuguese may use either Portuguese or Brazilian spelling, provided it is used consistently.

## Layout

*Margins:* 2.5 cm on all sides. Use A4 format for the printed copies.

*Font:* Times New Roman, 12 pt. For long quotations and captions: 11 pt (see below).

*Line-spacing:* Double-spacing, except for abstracts and key-words, tables and figures, long quotations and reference list (where single-spacing should be used).

*Page numbers:* Page numbers at page bottom, centred.

*Phonetic symbols:* Phonetic and phonemic transcriptions must adhere to IPA conventions. SIL fonts are preferred.

*Title, authors identification, abstract and key-words:* u. Top of first page: Title of the paper. Times New Roman, 18 pt, bold, centred, normal capitalisation.

. Empty line (18 pt)

. Author(s)' name(s) (name(s) and surname(s)). Times New Roman, 16 pt, regular, centred, normal capitalisation. One author per line. Together with each name, in a separate line underneath the author's name, give an e-mail address (Times New Roman, 12 pt, regular, centred). In the following line, indicate author's affiliation (institution, country, with the country's name in brackets). Times New Roman, 14 pt, italics, centred, normal capitalisation.

. Empty line (14 pt)

. Abstract in the paper's language. Times New Roman, 11 pt, regular, justified. Up to 500 words approximately. Heading (11 pt, first line of the abstract text): ABSTRACT., RÉSUMÉ. or RESUMO. (depending on the used language)

. Empty line (11 pt)

. Key-words. Times New Roman, 11 pt, regular, justified. Up to 6 key- words in the paper's language. Heading (11 pt, first line of the abstract text): KEY-WORDS., MOTS-CLÉ. or PALAVRAS-CHAVE. (depending on the used language)

. Empty line (11 pt)

. Abstract in English (if original language different from English). Times New Roman, 11 pt, regular, justified. Up to 500 words approximately.

Heading (11 pt, first line of the abstract text): ABSTRACT.

. Empty line (11 pt)

. Key-words in English (if original language different from English). Times New Roman, 11 pt, regular, justified. Up to 6 key-words in the paper's language. Heading (11 pt, first line of the abstract text): KEY-WORDS.

. 2 empty lines (12 pt)

. *Notes and acknowledgements:* Footnotes in the text should be identified by superscript numbers and listed consecutively at each page bottom.

Acknowledgements should be made preferably in a first note, marked with an asterisk (this note should be introduced immediately after the title's last word).

*Section headings:* All sections and subsections should have a heading.

Section headings should be numbered as in the following:

1 – Section title

1.1 – Subsection title level 1

1.1.1 – Subsection title level 2

Examples, tables, figures, etc.: Examples, tables and figures should be inserted in the text and numbered consecutively with Arabic numerals. Each table and figure should have a title, at its bottom (Times New Roman, 12 pt, single-spacing, left aligned) according to the following examples.

TABLE 1 – Title of table

FIGURE 1 – Title of figure.

Captions must occur at the figure or table bottom: Times New Roman, 11 pt, single-spacing.

In the full printed version and in the electronic copy, tables and figures must be included in their intended locations. On separate sheets and separate files (DOC/RTF and PDF), additional copies of tables and figures should be provided (1 figure or table per A4 page). These additional versions may fit camera-ready quality (clear black print, laser or high quality ink-jet printer). Their lettering should be large enough to be legible after reduction. Only black and white tables and figures can be accepted for final publication.

*Italicisation:* Do not underline examples or emphasised terms; these should be italicised. Bold type or small capitals can also be used.

*Quotations:* Short quotations are included in the text, enclosed in quotation marks (Times New Roman, 12 pt). Longer quotations should begin a new line and be indented, in Times New Roman, 11 pt, single space, without any quotation marks. After each long quotation, its source must be indicated (right-aligned, Times New Roman, 11 pt, single-space), following the bibliographical references style (see below). Inside a quotation, a suppression of any original passage should be marked with [...].

*Experimental data:* Authors should supply sufficient information to enable replication of investigations. Statistical results must be clearly indicated, following the norms of the American Psychological Association. Give subject's chronological ages in years, years:months or years:months.days (when appropriate).

*References in the text:* Reference in the text should be to author's name and date. When appropriate, indicate relevant chapter/section or, preferably, page numbers (see following examples).

According to Lloyd (1987: 235)...

*Homo erectus* probably marks the transition from high to low laryngeal positions (Deacon 1997: 56 ff.).

Infants seem to be more focused on the native contrasts (Werker & Tees 1992; Werker, Gilbert, Humphrey & Tees 1981).

For co-authored papers, include '&' before the last author's surname (see example above). For papers with three or more co-authors, indicate all co-authors' names in the first mention; thereafter, indicate first author's name, '*et al.*' (*italicised*) and date of reference: Mandel *et al.* (1996)

All personal communications should be identified as 'p.c.' after the source name and given a date (if possible) (e. g.: Andrews p.c. 2004).

#### *List of references*

References should be listed alphabetically by author at the end of the article.

Please type **REFERENCES** (Times New Roman, 12 pt, bold, small capitals, left-aligned) before the first reference. An empty line (12 pt) should be kept immediately above and underneath this heading. All references in Times New Roman 12 pt, single-spacing, indented, as in the following examples. For references with more than one author, use a semicolon (;) to separate each author. Do not use '&' to separate co-authors' names or *et al.* in the reference list, although these conventions are admitted in the text. Do not capitalise author's surnames; for authors' first and middle names, indicate their initials only. Same author's publications in the same year must be numbered consecutively with a small, non-italicised a, b, c... after the publication year. Please see the following examples as style conventions for the reference list. Please check carefully in order to be sure that any reference in the text is included in the final reference list and vice-versa.

#### - Books:

Kleiber, G. 1987. *Du Côté de la Référence Verbale. Les Phrases Habituelles*. Berne: Peter Lang.

Other relevant dates (reprint, translation, paperback edition a.s.o.) may be indicated at the end of reference, in brackets.

#### - Papers in journals:

Dubsky, J. 1984. El Valor Explícito de las Construcciones Verbales y Verbonominales del Español. *Español Actual*. 41: 13-20.

#### - Chapters in books:

Hausmann, F.-J. 1985. Kollokationen im Deutschen Wörterbuch. Ein Beitrag zur Theorie des Lexikographischen Beispiels. In: H. Bergenholtz; J. Mugden (Eds.). *Lexikographie und Grammatik*. Tübingen: Niemeyer, 118-129.

Do not include the edited volume as a separate entry of the reference list, unless it is explicitly referred to as such in the text. In this latter case, proceed as follows:

Bergenholtz, H.; Mugden, J. (Eds.). *Lexikographie und Grammatik*. Tübingen: Niemeyer.

#### - Documents retrieved from the Internet:

For documents that are also available as printed publications, give, whenever possible, all bibliographical details (following the abovementioned rules) and the

electronic retrieval details:

Zeichner, K. M. 1983. Alternative paradigms of teacher education.

*Journal of Teacher Education*. 34 (3): 3-13. Retrieved January 25, 1996, from the World Wide Web:

<http://www.apa.org/journals/zeichner.htm><http://www.apa.org/journals/zeichner.html>.

For documents not available as printed publications:

Skehan, P. 2002. *Individual differences in second and foreign language learning*. Retrieved April 19, 2005, from the World Wide Web:

<http://www.lang.ltsn.ac.uk/resources/goodpractice.aspx?resourceid=91>

<http://www.lang.ltsn.ac.uk/resources/goodpractice.aspx?resourceid=91>.

- Unpublished material and other sources:

Give as many details as you can. For unpublished manuscripts or mimeographs, consider them as books and indicate 'ms' instead of publisher's identification. For submitted or forthcoming papers, treat them as papers and supply information such as 'forthcoming', 'in press' or 'in preparation'.

### **Appendices**

When absolutely essential, a final section of appendices can be included after the reference list. This section may contain experimental items, corpora or iconic materials relevant for the illustration of the authors' points of view or for the demonstration of experimental results. Appendices are ordered consecutively with capital letters (Appendix A, B, C...). The Editor reserves the right to judge any appendix irrelevant and therefore to suggest its suppression from the final publication. The inclusion of a section of appendices should be regarded as exceptional.

### **Proofreading**

Once a paper is reformulated on the basis of the referees' suggestions and its final version is accepted, no substantial modifications will be allowed. Normally, all proof-reading will be carried out by the Editorial Committee. Nonetheless, the Editor can ask the author to review a set of page proofs. No alterations other than of printer's errors will be admitted at this stage.

### **Address for correspondence**

For paper submission and publication, as well as for any subject related with the *Linguarum Arena*, please get in touch with the Editor:

Prof. Maria da Graça Castro Pinto

Universidade do Porto – Faculdade de Letras

Via Panorâmica, s/n

PT – 4150-564 PORTO

Portugal

Teleph. ++351-22-607 71 00

Fax ++351-22-609 16 10

E-mail: mgraca@letras.up.pt