

RESEARCH IN LANGUAGE

Typesetting guidelines for authors

Version 1.6.2016

by Michał Kornacki

These guidelines have been prepared in order to provide authors with information on typesetting requirements for their submissions. They are intended as a default, but with discretion to use common sense. In the case of doubt, authors are welcome to contact the editors and ask for clarification.

**Please use RiL paper template as the base for your paper.
It contains pre-formatted sample text with reference to MS Word styles that can be
used for fast and easy formatting.
The template can be downloaded from [HERE](#)**

General requirements

All papers should be between 4,000 and 8,000 words long.

Copyright: Authors are responsible for observing the laws of copyright when quoting or reproducing material.

Submissions should be made electronically as e-mail attachments at the following address: **ril@uni.lodz.pl**.

All submissions should be made electronically (as both DOCX and PDF file). The files should be named as follows:

- Surname_RiL_submission.docx
 - Surname_RiL_submission.pdf
 - Surname_FIG_1.png
 - etc.
-

Language

The entire manuscript (excepting direct quotations) should be selected and set for either American or British English throughout with spell-checks done to ensure consistency. If you are not a native speaker of English, we strongly recommend that you have your text checked before submission by a native speaker familiar with academic English.

Layout

Paper title and author

Title: Use Times New Roman 16pt font for title, italics and small caps (Ctrl+Shift+K in MS Word). The title should be centered.

Name: Use Times New Roman 12pt font, 13pt line spacing.

- First name, initials for second name. Family/Surname, *e.g.* JOHN A. SMITH

Affiliation: Use Times New Roman 11pt font, 13pt line spacing.

- Name of the Institution, City, Country, *e.g.* University of Łódź, Łódź, Poland

e-mail: Use Times New Roman 11pt font, 13pt line spacing.

Examples:

JOHN A. SMITH

University of Kent, Canterbury, United Kingdom

john.a.smith@kent.ac.uk

NOTE!!! For two or more authors provide each author's details separately, e.g.

JOHN A. SMITH

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MARK A. ABRAMS

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mark.a.abrams@kent.ac.uk

Abstract

Contributions should be referred to as papers rather than articles or chapters. Each paper should begin with a **labeled abstract** that is:

- **Accurate:** The abstract should objectively reflect the content and purpose of the paper. Report rather than evaluate.
- **Self-contained:** Define abbreviations and unique terms, spell out names, and refer to the context in which the paper should be viewed (e.g., it builds on previous work, or responds to another publication).
- **Concise and specific:** Use the active voice, be maximally informative, and include the most important findings, or implications.
- **120 words max.**

Beneath the abstract, list 3–6 keywords alphabetized, making sure that these terms are used in the abstract. Please be advised to choose keywords that could be used for index of terms.

Page dimensions and fonts

Page dimensions: custom B5 format (16.8 x 24cm). Actual work area 12.6 x 20.1cm

Font face and size: Times New Roman, 11pt for the main text in 13pt spacing (exactly), and 9pt for block quotes, tables, figures, and notes, in 11pt spacing.

Notes should be kept to a minimum. Note indicators in the text should appear at the end of sentences and follow punctuation marks. **Please submit notes as footnotes. Lengthy, discursive footnotes (or longer than 3 lines of formatted content) should be reduced or integrated into the text.** Complicated tabular material, lists, and other entities not part of the text should be put in an Appendix rather than in notes. If an Appendix is used it should be referred to in the text, e.g. (see Appendix).

Any **acknowledgment** in a paper should appear as **the initial footnote** with an asterisk placed at the end of the paper title.

Paper structure and headings:

Papers should be reasonably divided into numbered sections and, if necessary, into subsections. Please format the hierarchy of subheadings as follows:

Heading A = bold, font size 11pt, two lines space above and one line space below:

1. Introduction

Heading B = bold, font size 11pt, one line space above and one line space below:

1.1. The issue

Heading C = italics, font size 11pt, one line space above, text on new line:

1.1.1. *Nouns*

Heading D = italics, font size 11pt, one line space above, text on new line:

1.1.1.1. *Collective nouns.*

Indentation should be set at 0.5cm for the first line of each paragraph except that which immediately follows a section heading, figure, table or longer quotation. Please do not use extra spacing between indented paragraphs.

Emphasis and foreign words: Use italics for foreign words, highlighting, and emphasis. Bold should be used only for highlighting within italics and for headings. Please refrain from the use of FULL CAPS (except for focal stress and abbreviations) and underlining (except for highlighting within examples, as an alternative for boldface). Symbols and special characters: Please use Unicode fonts.

Quotations: Use of double quotation marks is restricted to short direct in-text quotations, examples in which they appear, and limited instances of use as “scare quotes.” Direct quotations longer than three lines should have a blank line above and below and a left indent (0.5cm), and be set without quotation marks in 9pt Times New Roman with 11 pt spacing. Appropriate reference to the source should appear in the text (see the References section of this document).

Examples: should be numbered with Arabic numerals (1,2,3, etc.) in parentheses, indented, and set in 9pt Times New Roman with 11 pt spacing. Tab over for a., b., c., etc.:

- (1) Example 1
 - (2) a. Example 2a
b. Example 2b
c. Example 2c
-

Idiomatic translations beneath numbered examples should appear within single quotation marks.

Use of italics, SMALL CAPS, etc.: Italics are used to represent lexical items (i.e. form-meaning pairs); single quotation marks are used for lexical meanings, generally when the focus is on a lexical item in a particular language. Small capitals (Ctrl+Shift+K in MS Word) are used for meaning components, metaphors, metonymies, cognitive models, image schemas, and the like.

Listings: Should not be indented. If numbered, please number as follows:

- 1. or a.
- 2. or b.

Listings that run on within the main text should be numbered with lower case Roman numerals within full parentheses: (i)....., (ii)....., etc.

Punctuation and stylistic conventions:

- Use of period inside marks such as ‘ ’, “ ”, e.g. the meaning ‘person.’ (not ‘person’.)
 - Comma follows *i.e.* and *e.g.* only when what follows is sentential
 - Use of restrictive *that* over *which* in relative clauses
 - Use of n-dashes for ranges, not hyphens: (2009: 201–208), examples (12a–d)
 - Do not use double spaces, especially for figures, tables, and diagrams
-

Appendix

Appendices should follow the References section and must be referenced in the text.

Tables and Figures

1. Tables and Figures should be numbered consecutively and provided with concise captions. Table captions should appear above the Table, Figure captions below.
 2. Use TNR 9 format as:
Table 1. Text follows (no period)
Figure 1. Text follows (no period)
 3. All Figures and Tables should be referenced in the text, e.g. (see Figure 5). Please **do not use** deictic indicators such as “see the table below”, or “in this table: ...”.
 4. All images (if any) should be incorporated into the actual paper itself AND, additionally, provided as separate files (JPEG/PNG format). **Be advised that all images should be in grayscale, resolution of 350DPI** (right-click on file, select Properties>Details and check Resolution) or more.
 5. Name the figures with your surname, e.g. Clinton_FIG_1.png
 6. The book will be printed in black and white; illustrations should be formatted without color.
 7. All Tables and Figures eventually have to fit the following text area, either portrait or landscape: 12 cm x 19,5 cm at 8 pts minimum.
 8. Notes in Tables and Figures should not be numerically marked. Rather, use a Table note or a Figure note: standard note indicators are *, **, †, ‡. The note itself is then inserted directly below the Table/Figure.
 9. In Tables, keep shading to a functional minimum and for individual cells only, not for entire rows or columns.
 10. If the table is larger than one formatted page, please add it as an Appendix instead.
-

References

Based on Harvard and Linguistic Society of America referencing styles

Set references in 9pt Times New Roman with 11 pt spacing. List entries first alphabetically and then chronologically. Use 'and' instead of '&' in the References section.

Type of resource	Format	References entry	In-text example
See notes at the end of the document for specific details			
Book (1 author)	Family/Surname, First name, initials for second name. Publication year. <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: publisher.	Neville, Colin. 2010. <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2nd edn. Maidenhead: Open University Press.	Neville (2010) argues that... "Quotation" (Neville 2010: 76)
Book (2 to 3 authors)	Family/Surname, First name, initials for second name., Family/Surname, First name, initials for second name. and First name, initials for second name., Family/Surname. Publication year. <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher	Bradbury, Ian, Boyle, John and Andy Morse. 2002. <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall.	Bradbury, Boyle and Morse (2002)... As noted by Bradbury, Boyle and Morse (2002) "Quotation" (Bradbury, Boyle and Morse 2002: 51)
Book (4 or more authors)	It is discretionary as to whether you list all authors and also whether you use 'et al.' or 'and others' as below: Family/Surname, First name, initials for second name. et al. or and others. Publication year. <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	Campbell, Neil, A. et al. 2008. <i>Biology</i> . 8th edn. London: Pearson.	(Campbell et al. 2008)... "Quotation" (Campbell et al.: 76)
Book (Editor/s)	Family/Surname, First name, initials for second name. (ed.) or (eds.) - in brackets for editor(s). Publication year. <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	Fontana-Giusti, Gordana. (ed.) 2008. <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> . London: Earthscan.	(Fontana-Giusti 2008)

Chapter in an edited book	Family/Surname, First name, initials for second name of the author writing the chapter. Publication year. Title of chapter. In Family/Surname, First name, initials for second name of author or editor of book (ed.) or (eds.). <i>Book title - italicised</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	Rissanen, Matti. 1999. Syntax. In Roger Lass (ed.), <i>Cambridge History of the English Language</i> , vol. 3, 187-331. Cambridge and New York: Cambridge University Press.	As noted by Rissanen (1999).... "Quotation" (Rissanen 1999: 189)
Corporate authors (groups, committees, companies)	Includes publications by Government departments, Committees: Country. Name of issuing body. Year of publication in brackets. <i>Title of publication - in italics</i> . Place of publication: Publisher. (Report Number - if applicable in brackets).	Great Britain. Department of Energy. 1977. <i>Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility</i> . London: H. M.S. O. (Energy Papers 23)	The Great Britain Department of Energy (1977) concluded that... "Quotation" (Great Britain, Department of Energy 1977: 12)
E-Book	Family/Surname, First name, initials for second name. Publication year. <i>Book title - italicised</i> . [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from - URL. [Accessed: date].	Sadler, Philip. 2003. Strategic Management. [Online] Sterling, VA Kogan Page. Available from: http://www.netlibrary.com/reader/ . [Accessed: 6th May 2012].	Sadler (2003) argues that... "Quotation" (Sadler 2003: 18)
Films [DVD], [VHS], [Blu-ray Disc]	<i>Title - in italics</i> . (Year of distribution in brackets) Material type. Directed by - name of director(s). [Format of source in square brackets] Place of distribution: Distribution company.	<i>Chicken Run</i> . 2000. Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution. <i>Requiem for a Dream</i> . 2000. Film. Directed by Darren Aronofsky. [DVD] UK: Momentum Pictures.	If you refer to a film in the body of your work, the title will need to be underlined or placed in italics: ...the animation movement (<i>Chicken Run</i> , 2000) ...this is highlighted by Harry's character in the film <i>Requiem for a Dream</i> (2000).

Journal article (electronic/online)	If you are referencing a journal from an online database service which is password accessible only i.e. EBSCO you can shorten the URL to the home page of the database service. If you are accessing a journal article directly and for free from the internet, you will need the entire URL. Author(s) of article's Family/Surname, First name, initials for second name. Publication year. Title of article. <i>Title of journal - italicised</i> . [Online in square brackets] Name of Database the article is from if appropriate. Volume number (Part number/month in brackets). followed by the page numbers of the article. Available from: URL. [Accessed: followed by the date viewed in square brackets].	Wilson, Jonathan. 1995. Enter the Cyberpunk librarian: future directions in cyberspace. <i>Library Review</i> . [Online] Emerald Database 44 (8). 63-72. Available from: http://www.emeraldinsight.com . [Accessed: 30th January 2012].	Wilson (1995) argues that "Quotation" (Wilson 1995: 66)
Journal article (printed)	Author(s) of article's Family/Surname, First name, initials for second name. Publication year. Title of article. <i>Title of journal - italicised</i> . Volume number (Part number/month in brackets). followed by the page numbers of the article.	Iverson, Gregory K. 1983. Korean /s/. <i>Journal of Phonetics</i> 11. 191-200.	Iverson (1983) argues that "Quotation" (Iverson 1983: 209)
Newspaper (online)	Author(s) of article's Family/Surname, First name, initials for second name. Publication year. Title of article. <i>Title of Newspaper - italicised</i> . [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].	Randerson, James. 2008. Researchers find fish that can count up to four. <i>The Guardian</i> . [Online] 26th February. 14. Available from: http://theguardian.co.uk . [Accessed: 22nd May 2012].	Randerson (2008) argues that "Quotation" (Randerson 2008: 14)
Website	Author of website Family/Surname, First name, initials for second name or WEBSITE name if no author is available. Year - in brackets. <i>Title of website in italics</i> . Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].	BBC NEWS. 2008. <i>Factory gloom worst since 1980</i> . [Online] Available from: http://news.bbc.co.uk/Vhi/business/7681569.stm . [Accessed: 19th June 2012].	...as reported by the BBC (2008) "Quotation" (BBC 2008)

NOTES:

Names with “von”, “van”, “de”, etc. If the “van” (or the “de” or other patronymic) is lower case and separated from the rest by a space (e.g. Elly van Gelderen), then alphabetize by the first upper-case element:

Gelderen, Elly van

The addition of “see ...” in comprehensive indices and lists might be helpful for clarification:

van Gelderen, Elly (see Gelderen)

Names with “Jr.”, “IV.”, etc. Following library practice, list elements such as “Jr.” as a subelement after names, separated by a comma.

Smith, Sean, Jr.

If two or more sources are referred to in the text, separate these entries with a semicolon, e.g. (Smith 2003; Abrams 2004)

Acknowledgments

Sources used to prepare these guidelines include:

- Harvard referencing guidelines
- Linguistic Society of America referencing guidelines
- John Benjamin’s submission requirements
- Wydawnictwo Uniwersytetu Łódzkiego submission requirements
- De Gruyter submission requirements
- Peter Lang GmbH submission requirements

Research in Language contact details

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