This is the title of the article in English: only language names or similar are capitalized

This is the subtitle if required

Name1 Surname1, Name2 Surname2, Name3 Surname3

Affiliation1 (country1), Affiliation2 (country2), Affiliation3 (country3)

This document provides the stylesheet and guidelines for articles to be published in *Languages in Contrast*. It explains all the necessary details and provides relevant examples. This paragraph exemplifies the abstract of the paper, which should be 100-200 words in length. The abstract consists of one single paragraph. Its first line is not indented, and its text is left-aligned. The abstract has no heading and is preceded by two blank lines. The paper title (and subtitle if present), authors’ names and affiliation as well as the abstract and the keywords are indented by 1 cm. from the left-hand printable margin of the page. The abstract and the keywords are in Times New Roman, font size 11 points.

**Keywords**: keyword1, keyword2, keyword3, keyword4, languageA/languageB – supply up to five keywords here; the last keyword names the languages involved in the study divided by a slash (and listed in alphabetical order), e.g. English/Spanish or French/German. Only the word ‘Keywords’ is in bold type. No full stop is required at the end of the keywords

1. **First level title: both number and title are in bold type. Capitalization is required only for proper nouns**

1.1 Length of the article

The recommended standard length of articles to be published in *Languages in Contrast* is between 5,000 and 8,000 words, including abstract, references, appendices, etc. There is no stated limit on the number of tables and figures that can be included in a single article, although space constraints in terms of available pages in any given issue may result in particularly long papers having to wait for a substantial amount of time before they can be published.

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1 I am indebted to the ESRC for funding the current project.
Use Times New Roman, font size 12 points, for the body of the text. Margins: top and bottom 2.54 cm, left 4.13 cm, right 3.17 cm. Note that paragraphs located after a title (of whatever level), example, table or figure do not have an indented first line. In subsequent paragraphs (such as this one) the first line is indented by 1 cm from the left-hand printable margin of the page. The right-hand margin of the text is aligned to the printable area of the page.

1.2 Formatting of titles

Sections after the abstract are numbered, starting with 1. First level titles: both number and title are in bold type. Capitalization is required only for language names or similar. Second level titles: numbers are in bold type and the title in normal type. There is no full stop after the number or at the end of the title.

1.1.1 Third level title: numbers are in bold type and the title in italics

Do not go beyond the third level of section title and numbering.

2. Language of the article

2.1 Language of the submission

The article should be written in English. Write concisely and lucidly, remembering that many of your readers will not be native speakers of English. Authors who are not native speakers of English should consider having the paper checked by a native speaker even at the first submission.

2.2 Proof-reading

If necessary, we recommend that the language and style of the final version of an accepted paper are checked by a native speaker of English before the camera-ready manuscript is submitted for publication, and that examples in other languages are also carefully proof-read, to ensure that they are accurate.

2.3 Spelling: -ize vs. -ise

Authors are free to use any standard variety of English, as long as this is adopted consistently within the article. In cases where alternative spelling conventions exist for certain words, please refer to the preferred usage of the journal indicated in the Appendix. For the recommended spelling of words not included in the Appendix, please consult the Oxford English Dictionary.

3. Formatting and layout conventions

3.1 Quotations

Short quoted sections in the running text should be enclosed in double quotation marks. If possible within your software, always use curly or ‘smart’ quotation signs. Double quotes thus enclose a verbatim quotation (the source of which
must be acknowledged), as follows: Bloggs and White (2008:32) define something as “verbatim quotation verbatim quotation verbatim quotation.”

Longer quotations should be separated from the main text by a line break and indentation by 1 cm from the left-hand margin. Note that these longer verbatim quotations which are separated from the main body of the text do not require the use of any quotation marks. Use Times New Roman, font size 11 points, and a justified right-hand margin for long quotations, as in the following example: White (2009:32) defines a long quotation as

one which is longer than three lines of running text. The quotation is formatted in Times New Roman, font size 11 points, and is indented by 1 cm from the left-hand printable margin of the page, with a justified right-hand margin. The paragraph following the long quotation, in which the running text resumes, is formatted according to the style of the main body of the text, and is not indented.

Use single quotes for special forms, technical terms, for quotations within quotations, and for glosses and paraphrases of (foreign) words, as in the following examples: some linguists refer to this phenomenon as ‘mitigation’; this adverb often co-occurs with vilja ‘want to’.

3.2 Linguistic examples

Linguistic examples are written in the same font as the main text and are indented and numbered as shown in the following examples. Examples in languages other than English should be accompanied by an English-language translation (or gloss, as appropriate), enclosed in double quotes (unless it is an authentic translation from a parallel/translation corpus), as shown by example (1). An example with an authentic corpus translation is shown in example (2).

(1) Questo è un esempio in italiano accompagnato dalla traduzione inglese.
   “This is an example in Italian accompanied by its English translation.”

(2) Take for example oxygen and methane (JL1).
   Nehmen wir zum Beispiel Sauerstoff und Methan. (JL1T)

Related examples that include, or consist of, two or more parts share the same number in brackets, but are divided into sub-examples, each of which is associated to a lower-case letter, as follows:

(3) a. This is the first part of example 3.
   b. This is the second part of example 3.
   c. This is the third part of example 3.

Example (4) contains an instance of a word in English which is enclosed in single quotes because it appears within an example in another language (Italian in this case):

(4) Il governo italiano ha introdotto nuove norme volte a tutelare le vittime dello ‘stalking’, che finora non potevano difendersi adeguatamente.
   “The Italian government has introduced new laws to protect the victims of ‘stalking’, who until now could not properly defend themselves.”
Highlighting within examples is marked by *italics*, as shown in example (4). Italic type is also used for examples cited in the main body of the text, as in *to fight their wars*. In-text examples in languages other than English are followed by a gloss or literal translation in ‘single quotes’ where relevant: *Il governo italiano* ‘The Italian government’.

Some examples in languages other than English may require more extensive glossing. Glosses are given between the original version and a translation into idiomatic English, as shown in examples (5) and (6). *Languages in Contrast* recommends the use of the Leipzig Glossing Conventions; see [http://www.eva.mpg.de/lingua/resources/glossing-rules.php](http://www.eva.mpg.de/lingua/resources/glossing-rules.php).

(5) Kare wa besutoseraa o takusan kaite-iru.

He TOP best-seller ACC many write-PERF

“He has written many best-sellers.”

(6) a. Jan houndt.van Marie.

Jan loves Marie

“Jan loves Marie.”

b. Ed en Floor gaan samen-wonen.

Ed and Floor go together-live.INF

“Ed and Floor are going to live together.”

### 3.3 Author’s translations of examples or quotations in other languages

Verbatim quotations taken from works originally written in languages other than English should be translated into English. If it is the author of the article who provides the translation, this should be explicitly stated, in brackets or in a footnote (for footnotes see Section 6).

### 3.4 Bulleted lists

If there is a need to list a number of items (as long as they are not linguistic examples, which are always numbered), a bulleted list can be used, with a dash marking the beginning of each separate item, as follows:

- This is the first item in a bulleted list, in which the items are clearly held together, even if they are longer than a single line;

- This is the second item in a bulleted list, in which the items are clearly held together, even if they are longer than a single line;

- This is the third (and last) item in a bulleted list, in which the items are clearly held together, even if they are longer than a single line.

### 3.5 Numbers and percentages

Numbers up to nine which are not data are indicated with words (one, two … nine). Numbers from 10 upwards are indicated with figures. Numbers referring to data of any kind are always indicated with figures and digits. Decimals are
separated from units with a dot/point (e.g. 2.5 means two and a half). Figures with thousands, millions, etc. have commas separating every three digits (e.g. 1,527 and 5,450,100). Percentages are indicated with the % symbol, rather than writing “per cent” after the relevant figure (e.g. 27% and 36.45%).

### 3.6 Dashes and hyphens

Ensure that you differentiate between (longer) dashes and (shorter) hyphens. Dashes demarcate an interpolation within a sentence while hyphens are used to join words and separate syllables. Example (7) shows a typical use of dashes, while example (8) shows a hyphen:

(7) A project due to last two years – like this one – requires a dedicated team.

(8) This two-year project requires a dedicated team.

### 3.7 Capitalization and highlighting

Use italics rather than bold type for in-text emphasis, as bold type is only used in titles. FULL CAPS should only be used for focal stress, acronyms or abbreviations.

Acronyms or abbreviations which are not normally known outside specialist communities (unlike, for instance, USA or UN) should be given in brackets after the full form the first time they are used, e.g.: “The study is based on material from the English-Swedish Parallel Corpus (ESPC)”.

In-text citations of word forms are marked in italics, while lemmas (basic word forms) are indicated in SMALL CAPS. This means that WRITE comprises all the inflected forms of the lemma, i.e. write, writes, writing, wrote, written.

### 3.8 Tables and figures

Tables and figures are numbered with Arabic numerals, i.e. Table 1, Table 2, Figure 1, Figure 2, etc. Refer to tables and figures by their numbers when mentioning them in the main body of the text, e.g. “Table 1 lists…” and “Figure 2 shows…” (Note that in these cases “Table” and “Figure” are capitalized). Do not use phrases such as “the following table lists…” or “the previous figure shows…” because these elements may be moved in the final typesetting.

Tables normally span the whole page width, whilst figures can be smaller, as long as they are clearly legible and centred on the page. As colour printing is not available, tables and figures must be readable in black and white. Tables produced in Word can be left in the camera-ready manuscript, but figures should be taken out of the manuscript and submitted in a separate file (see Section 9.2). The manuscript should clearly indicate where each figure should be inserted, as exemplified below:

FIGURE 3 SHOULD BE INSERTED (NEAR) HERE
3.8.1 Captions for tables and figures

Each table and figure is accompanied by a caption. Captions are above tables, but below figures, and have a full stop at the end. Captions as well as any text included in tables and figures are written in Times New Roman font size 10 points. Note that only the first part of the caption is in bold type, as shown below for Table 1 and Figure 1, respectively:

Table 1. This is a table with its caption above, which ends with a full stop.

<table>
<thead>
<tr>
<th></th>
<th>Column 1</th>
<th>Column 2</th>
<th>Column 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Row A</td>
<td>10</td>
<td>10%</td>
<td>0.5</td>
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<tr>
<td>Row B</td>
<td>20</td>
<td>20%</td>
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<td>Row C</td>
<td>30</td>
<td>30%</td>
<td>1.5</td>
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<td>Row D</td>
<td>40</td>
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<td>Total</td>
<td>100</td>
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<td>N/A</td>
</tr>
</tbody>
</table>

Figure 1. This is a figure with its caption underneath, which ends with a full stop.

4. In-text citations and references

4.1 In-text citations

If you refer to a source with two authors, write as follows: “Bloggs and White (2009) argue that…” (use ‘and’ to separate the two names rather than ‘&’). Reference to a specific passage of the cited work should include a page number and be written as follows: “Bloggs and White (2009: 42) argue that…” Note the space between the colon and the page number. Examples (9)-(12) show how in-text citations work in different cases:

(9) As far as English is concerned, Wilkinson (1999, 2007) has argued that this happens frequently in conversations.

(10) The opposite claim has also been put forward in the literature (e.g. Green and Stevenson, 2005).

(11) Evidence for this phenomenon is provided for instance in a contrastive investigation of passive constructions in French and German (Jones et al., 2003: 112-114).
Further investigations are required to consolidate the findings that have recently emerged from a number of studies (White and Giles, 2002; Ross, 2004: 33ff; Kennedy et al., 2007).

If the quoted source more than two authors, in the body of the article mention only the first author plus “et al.” (note the italics), as follows: “Bloggs et al. (2009) emphasize the importance of…” or (if referring to a passage which starts on page 21 and includes the next few pages) “Bloggs et al. (2009: 21ff) emphasize the importance of…”. Do not include the first names or initials of the authors in the running text.

Multiple references/sources with the same author(s) and year of publication should be differentiated as follows, both in the main body of the article and in the list of references: “Bloggs and Green (2009a) presented an initial framework which was then refined in Bloggs and Green (2009b)”.

4.2 References

References appear in a section with the heading “References” (not “Bibliography”). This heading is in the style of a first-level title, but is not numbered. References are listed in alphabetical order according to the surname of the (first) author, and in chronological order in case of multiple entries by the same author(s). Please pay attention to abbreviations for the initial(s) of authors’ first names (there is no need to include their full names), and note the proper use of capitals, italics, and punctuation marks. In titles of papers, books, volumes, journals, etc., only content words should be capitalized, while function words (articles, prepositions, conjunctions, etc.) are in lower case.

All (and only) the works explicitly mentioned or cited in the article (including footnotes) are listed in the references section. Each item in the list of references is concluded by a full stop. References are justified to the right-hand printable margin of the page, with the first line of each reference starting aligned to the left-hand printable side. The second, third, etc. line of a long reference is indented by 1 cm. from the left-hand margin of the page (hanging indent).

4.3 Online sources and URLs

Provide the full details (including URL or Internet address) of any online sources referred to in your article. The references section gives an example of how online sources are referred to (Johansson, 2000). URLs should be formatted in Courier New, font size 10 points, and should be accompanied by an indication in square brackets of when it was last accessed by the author of the article, e.g.: [last accessed 17 April 2014].

5. Cross-references within the article

When cross-references are made within the article, authors should explicitly mention the number of the section or part referred to, for example: “Further details are provided in the literature review in Section 1.2” or “This point is discussed in Section 2.5”. Avoid making cross-references with expressions such as “The next section shows…”, “In the previous section we described”, etc.
6. Footnotes

Notes should be formatted as footnotes. Please use the automatic footnote insertion procedure in your software, i.e. do not insert the footnotes manually. The indicators in the text should normally appear at the end of sentences and follow any punctuation marks, as in this example. Exceptionally, if the note is associated with a specific word or phrase within a sentence, the indicator may be placed immediately after that word or phrase. Only superscript Arabic numerals are used as indicators within the main body of the text, starting from 1 and continuing throughout the article.

7. Acknowledgements

If there is a need to acknowledge e.g. helpful colleagues or a funding source thanks to which the study reported in the article was conducted, this acknowledgement should be placed in a footnote. The associated indicator should appear at the end of the title or subtitle of the paper, as shown on page 1.

8. Author’s contact details

The contact details of the author (or corresponding author, in the case of multiple authors) are provided at the end of the paper (i.e. after the references section, but before any appendices). Include the full institutional postal address and an email address. A fictitious example is given at the end of these guidelines. This information should be formatted using Times New Roman font size 12 points and be left aligned, as shown in this template:

Author’s address

Name Surname
School, Department, Faculty, as appropriate
Name of University or Institution
Full postal address line 1
Full postal address line 2
Full postal address line 3
Town/City with ZIP/area code
Country
name.surname@email.com

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2 This is an example of a footnote, written in Times New Roman, font size 10 points. All footnotes are justified to the right-hand printable margin of the page and finish with a full stop. Please keep the length and number of footnotes to a minimum.
9. Miscellaneous points

9.1 Running head

The running head is a shorter version of the title of the article (maximum 65 characters), and is placed in the right-hand corner of the header section at the top of odd-numbered pages of the article (excluding the first one with the title, authors’ names, abstract, etc.). Even-numbered pages include the name(s) of the author(s).

9.2 File format and submission of camera-ready manuscripts

The final version of accepted papers should be submitted in camera-ready version via the Editorial Manager system. Submit your final camera-ready manuscript in a file saved in Word format (with a *.doc or *.docx extension). Provide a separate file, also saved in Word format, containing all the figures accompanied by their respective captions. Note that the article manuscript should clearly indicate the points at which the figures are to be inserted at the time of typesetting (see Section 3.8).

9.3 Copyright

Authors are responsible for observing copyright laws when quoting or reproducing material. The copyright of articles published in Languages in Contrast is held by the publisher. Permission for the author(s) to use the article elsewhere will be granted by the publisher provided full acknowledgement is given to the source.

10. Further information or queries

For any aspect that is not specified in these submission guidelines, use the prevailing conventions established for publications in your area of research. In case of doubt, please consult with the editors while you prepare and format your camera-ready manuscript (languages-in-contrast@ilos.uio.no).

References


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Appendix – Spelling conventions

Appendices (if any) follow the references section and the author’s contact details. If there are two or more appendices, each is identified by means of a capital letter (i.e. “Appendix A”, “Appendix B”, etc.), accompanied by a short descriptive title after a (long) dash, as in the title of this appendix. The text included in the appendices is written in Times New Roman, font size 10 points, justified to the right-hand printable margin of the page.

If appendices consist of more than one paragraph, those following the first one begin with the initial line indented by 1 cm. The two lists below show some common words for which there is a preferred spelling to be used in Languages in Contrast. These lists are not exhaustive; if you have any doubt concerning the correct spelling of (the endings of) other words not included below or about their syllables, please consult the Oxford English Dictionary.
<table>
<thead>
<tr>
<th>Words ending in \text{-ize}</th>
<th>Words ending in \text{-ise}</th>
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<td>categorize</td>
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