I-LanD International Journal Guidelines for Authors

Version 1.2

Contents

1.   Introduction

This document both contains instructions and exemplifies the format to be used for full-paper submissions to the *I-LanD International Journal* (http://iniziative-editoriali.it/shop/i-land-journal-identity-language-and-diversity/), which reflects a commitment to publishing original and high-quality research papers addressing issues of identity, language, and diversity in different discourses from new critical and theoretical perspectives. All submissions are double-blind peer-reviewed.

In fulfilment of its mission, the *I-LanD International Journal* provides an outlet for publication to international practitioners, with a view to disseminating and enhancing scholarly studies on the relation between language and ethnic/cultural identity, language and sexual identity/gender, as well as on forms of language variation derived from instances of contamination/hybridization of different genres, discursive practices and text types.

2.   Electronic files and general info

We ask authors to send an editable Microsoft Word document (**.docx** or **.doc**). Please do not use any desktop publishing software. **Authors are encouraged to use the manuscript template provided by the guest editors of special issues** in order to avoid cross-platform compatibility issues. Predefined style formats are available in the template for all the necessary structures that are supposed to be part of the manuscript, and these formats can be quickly accessed via special toolbars.

Note: The template is not intended for the preparation of the final page layout. The final layout will be created by Loffredo Editore according to *I-LanD*'s layout specifications.

Contributions should be in English and should normally be between **7,000** and **8,000** words (references excluded from the word count). Authors should submit two Word files:

1. One file labelled "I-LanD_short title of article_date" (e.g., I-LanD_EU Identity Construction_171116) containing an anonymous digital copy of the article (no headers, footers or running heads);
2. One file including author's name, postal and e-mail addresses, telephone and fax numbers), word count of article, a short summary (150-200 words) and a list of up to six keywords, together with the title of the article and brief biographical notes (academic affiliations and principal publications; the bionote should not exceed 100 words).

For images, multimedia and illustrative material, please send separate files, following the instructions given below in Section 5. **All files should be sent to the guest editors of special issues at the addresses provided in the calls for papers** and to ilandjournal@unior.it (the latter preferably in Cc).

Copyright normally rests with *I-LanD International Journal*, though republication is permissible with credit to the journal.

Submission of work to *I-LanD International Journal* will be taken to imply that it is original, unpublished work and that written permission has already been obtained from the copyright holder for citing material covered by copyright (tables, figures, photographs or artwork, more than a few lines from previously published work or unpublished theses). The original source or copyright must be explicitly referenced and acknowledged.

Please do not hesitate to contact the editors if you have any enquiries.

3. Main text and structure of the articles

Authors are asked to adhere to the general text formatting used in our template for submission to *I-LanD International Journal*.

In the **title** (Times New Roman, pt 16, single-line spacing, justified), the first letter of each word should be upper case, excluding prepositions and conjunctions (e.g., "The Capitalisation of Titles in English: An Introduction", and not "The capitalisation of titles in English: an introduction").[1] If the title contains other works' titles, these should go in italics. Use a colon to separate title and subtitle.

The **abstract** (Times New Roman, pt 11, single-line spacing, justified, italics) should be composed of 200-250 words. **Keywords** (Times New Roman, pt 11, single-line spacing, justified, italics) are separated by a comma and should all be in lower case. Title and abstract should not require any note.

Exergues are optional and formatted with 1.5 cm margin on the left margin (Times New Roman, pt 11, single-line spacing). The name of the author and title or short title of the work cited (the latter in italics and separated by a comma from the author(s)'s name) should go between round parentheses on the line below the exergue, without any other bibliographical reference.

Main text (Times New Roman, pt 12, single-line spacing) should have the first line of each paragraph indented by 0.5 cm, with the exception of the very first line of the article, all sub-sections (if any) and the first paragraph after a table/figure or an extended quotation.

All headings should follow the following numbering system:

1. Heading
1.1. First-level heading
1.1.1. Second-level heading

Titles of paragraphs (Times New Roman, pt 12, single-line spacing, bold, justified) should have no full stop at the end and be preceded and followed by one empty line. Only the first letter of the first word in the title of paragraphs should be capitalised, with the exception of proper nouns (e.g., "The capitalisation of titles of paragraphs in English: an introduction", and not "The Capitalisation of Titles of Paragraphs in English: An Introduction"). Each paragraph should be divided into numbered subsections (Times New Roman, pt 12, single-line spacing, justified). **Titles of subsections**, too, should have no full stop at the end and be preceded and followed by one empty line. You can add an exergue after the title of a subsection. Capitalisation follows the same rules of the titles of paragraphs.

N.B.: All of the above has already been taken care of for you in the template. Make sure you avoid changing the formatting parameters.

3.1 Article structure

Manuscripts submitted to the *I-LanD International Journal* for consideration for publication should typically have the following sections:

- **Abstract:** The Abstract should be concise (200-250 words) and should summarise the significant aspects of the entire research paper.
- **Keywords:** Provide a maximum of six keywords, avoiding general and plural terms. Keywords should be used in order to link your manuscript to a specific disciplinary field and a particular issue in the literature. Avoid the use of abbreviations: only abbreviations firmly established in the field may be eligible. Keywords will be used for indexing purposes.
- **Introduction:** This section should state the objectives of the work and provide an adequate background, avoiding a detailed literature review or an extended summary of the results.

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[1] Prepositions and conjunctions should always be in lower case, except if at the beginning of the (sub)title.

- **Methodology/Theoretical background:** This section should be a straightforward description of the methods and theoretical background used in the manuscript. Each method should be described in a separate section. Keep explanations brief and concise. If a specific experimental design is utilised, clearly describe this methodology or theoretical approach to ensure the replicability of the study.
- **Results/Analysis:** Results/Analysis should be clear and concise, describing the outcome of the research.
- **Conclusion:** The main conclusions of the study may be presented in a short Conclusion section, which may stand alone or form a subsection of a Discussion or Results and Discussion section.
- **Discussion:** This should explore the significance of the results of the work, not repeat them. A combined Results and Discussion section is often appropriate. Avoid extensive citations and discussion of published literature.
- **Acknowledgements:** Provide a brief statement acknowledging the efforts of any participants or consultants who are not included as authors of the manuscript. State all of the funding sources for the work, ensuring that the statement adheres to the guidelines provided by the funding institution(s).
- **References:** A list should be provided of all the work cited in the manuscript. Follow the guidelines provided in Section 4 of this document.
- **Appendices:** If there is more than one appendix, they should be identified as Appendix 1, Appendix 2, etc.
- **Abbreviation:** Abbreviations should be provided when they are not standard in the field of investigation. Ensure consistency of abbreviations throughout the article.

The sections previously described do not represent strict formatting requirements, but all manuscripts should at least contain the essential elements needed to submit your manuscript (e.g. Abstract, Keywords, Introduction, Methodology/Theoretical background, Results, Conclusion). Sections' labels may vary in accordance with the author(s)' own creativity, but they should cover the purposes previously described.

3.2 Quotations

Quotations of **60 words or longer** (Times New Roman, pt 11) should be set off from the main text by being preceded and followed by an empty line and should be indented 1 cm on both sides. Use a colon to introduce a quote, not a comma.

Quotations running **less than 60 words** should be introduced in double inverted commas (" ") and incorporated in the main text; quotations within such quotations should be marked by single inverted commas (' '). The use of straight quotes, both single and double (' or ") must be avoided.

Please, remember that quotations with double inverted commas cannot end with a full stop, which must be placed after (not before) the closing commas and immediately precede the reference number, if present. No full stop must be used when the quoted sentence ends with an exclamation or question mark. See the examples below:

[…] language and identity".[10]
[…] ideologically motivated?"[16] Thus, what we can see here…

All quotations in languages other than English should be followed by a translation in square brackets or as a footnote.

Authors are encouraged to always give the page number(s) for quotations and make sure that the bibliographical information is correct.

3.3   Omissions and interpolations

Omissions should be indicated by three dots rather than by another device such as asterisks. These points (or dots) are called ellipsis points when they indicate an ellipsis of a word, phrase, line, paragraph, or more from a quoted passage that is considered irrelevant to the discussion at hand. In the case of **ellipsis**, the three dots should be placed inside square brackets ([...]).

Suspension points, on the other hand, indicate suspended or interrupted thought. In this case, the three dots are not placed inside square brackets and are followed by a space. See the example below:

> As Partington (2015: 220) maintains, "[t]he use of representation implies a number of things [...] justified by underlining that, in any attempt to describe an event by a media outlet, there is no such thing as a single, natural pro-ordained way of presenting it [...]".

> This is something to think about in future research…

In reproducing or quoting from a document in which certain words are missing or illegible, you may use a bracketed gloss as a stand-in for missing or illegible words. See the example below:

> These cues, whether constructed linguistically or by means of other semiotic resources, are used in order to "[make] *the ordinary visible to others*" (Oulasvirta *et al.*, 2010: 238, emphasis in the original).

3.4   Punctuation and typographic conventions

All punctuation marks are followed by a single space, except when followed by a closing bracket. Do not use commas, full stops or semicolons before brackets or double inverted commas, under any circumstance.

Be careful to distinguish between dashes (syntactic: word – word) and hyphens (lexical: word-word). See, for instance:

> In line with this view – and with our approach – we have decided to…
> The following corpus-based approach…

Dashes (more specifically, En dashes) should also be preferred to hyphens when referring to definite ranges of values or pages:

> The 2014–2016 data collection was followed by…
> As Partington (2015: 220–222) highlights …

Check you have not inadvertently used double spaces anywhere in your article. **Both American and British spellings are accepted, but there must be uniformity of usage within each issue of the journal**.

Please note that authors are responsible for editing and proofreading. We recommend the use of a professional service whenever writing in a non-native language.

3.5   Stress

Single inverted commas should be used for 'scare quotes' (which should, however, be kept to a minimum). Single quotation marks should also be used for the translation of non-English words (e.g., "*cogito* ('I think')") and in order to provide examples in the body of the text (e.g., "As we can see in Example 3, the word 'house' is used…"). Use italics only for foreign words (e.g., "These

accomplishments will serve as a monument, *aere perennius*, to future generations") with the exception of words and phrases now naturalised (e.g., ad hoc).

Italics can also be used for titles of books, published documents, newspapers, and journals, and in order to draw attention to key terms in a discussion at first mention only. Finally, italics can be used to emphasise a word or phrase in a quotation indicating "emphasis added" in the in-text bibliographical reference. If the quotation originally has words or phrases in italics, authors should indicate it by adding "emphasis in the original" in the in-text bibliographical reference.

Bold or underlining may be used sparingly to draw attention to a particular linguistic feature within numbered examples (not in the running text).

Please, keep the use of italics and boldface type to an absolute minimum. CAPITAL LETTERS and SMALL CAPS should not be used for emphasis.

3.6 Acknowledgements, appendices and footnotes

Acknowledgements should be placed at the end of the contribution and before the reference section.

Appendices should be placed after the references. Abbreviations used in the manuscript should also be provided as an appendix.

Footnotes, not endnotes should be used. Footnotes (Times New Roman, pt 11, justified, single-line spacing) should be kept to a minimum and will appear at the bottom of the page. Authors' manuscripts should be submitted with automatically generated footnotes indicated through a numerical reference in the main text right after the punctuation mark of the clause or sentence the note refers to, including parentheses. Each note should be no longer than 50 words. Notes appearing on the same page should not be preceded or followed by an empty line.

3.7 Cross-references

References to section/subsection numbers within the article should include the capitalised word 'Section' followed by the section number (e.g., "see Section 4.2").

References to tables or figures within the article should include the capitalised word 'Table' or 'Figure' followed by a number (e.g., "see Table 3"). Do not cite page numbers within your own article or page numbers in other articles in the issue.

3.8 In-text bibliographical references

When referring to a text, indicate the surname of the author followed, in brackets, by the year of publication of the essay, colon, space and page number of the quotation:

> Malkiel (1959: 126) sees five types of semantic relationship…
> As previously seen (Malkiel 1959: 126)…

Give page numbers in full, do not use 'f.' or 'ff.'; always give the full author-date citation – do not use 'op.cit.', 'loc.cit', or '*ibidem*'.

When referring to several texts, please list them in chronological order:

> Attention has been paid to the diachronic evolution of English medical writing (Taavitsainen/Pahta 1995, 2004; Tardy 2004; Hall 2005; Gotti 2008; Taavitsainen 2009; Tyrkkö/Hiltunen 2009).

Please, try to avoid the use of double round brackets. Brackets within brackets should be square brackets (e.g. "(as introduced by Bloomfield [1933: 123–125])".

3.9   Tables and graphs

Text within tables (Times New Roman, pt 11) should be centred. Numbers should be centred on the decimal point. Do not use colour to indicate different values, but arrange the table and graph so that it is legible in black and white. Graphics may be submitted in all major graphics file formats, though it is advisable to contact the editors of the special issue at the addresses provided in the calls for papers beforehand.

Tables and graphs are to be numbered consecutively and be given titles (captions). These should appear below the table/graph (Times New Roman, 11 pt, single-line spacing, justified, space before and after). Tables and graphs' captions should be separated from the main text by one empty line:

Central modal verbs	*Occurrences*
SHALL	246
MAY	41
WILL	6
MIGHT	4
CAN	3
SHOULD	3
MUST	1
COULD	0
WOULD	0

Table 1 Number of occurrences of central modals in EModE statutes.

4.   References

Bibliographical references are listed alphabetically at the end of the contribution. Please, make sure entries correspond to the authors cited in your paper. The reference section should include only those works that are cited in the text.

Please, give the full first names of authors and editors. Entries should show the full title and subtitle of each work. Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.

Titles of books, articles, online published documents, newspapers, and journals should have the first letter of each word in upper case,[2] excluding prepositions and conjunctions.[3]

The reference entries for authored works and edited works by a single author should not be mixed together, but rather grouped separately.

Authors are also encouraged to translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in roman, written in lower case, and should be placed in square brackets directly following the italicised original title.

The term 'edition' in reference entries should be abbreviated as 'edn.' (to differentiate it from 'ed.' for 'editor').

Authors should avoid the abbreviation of the names of journals, book series, publishers or conferences and the use of '*et al.*' in reference entries: all author(s)/editor(s)'s names should be listed. The use of dashes to replace repeated author(s)/editor(s)'s names should also be avoided.

Reference entries should include: the surname and full name of the author, followed by the year of publication of the text and other data, as shown in the following examples:

i) Books (authored work):

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[2] With the exception of titles in German.

[3] Prepositions and conjunctions should always be in lower case, except if at the beginning of the (sub)title.

Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage.* Cambridge: Cambridge University Press.

Hyland, Ken 1998. *Hedging in Scientific Research Articles.* Amsterdam: John Benjamins Publishing Company.

ii) Books (edited work):

Gippert, Jost / Himmelmann, Nikolaus P. / Mosel, Ulrike (eds) 2006. *Essentials of Language Documentation* (Trends in Linguistics, Studies and Monographs 178). Berlin/New York: Mouton de Gruyter.

van Dijk, Teun A. (ed.) 1997. *Discourse Studies. A Multidisciplinary Introduction.* London: SAGE.

iii) Reprint:

Jakobson, Roman / Halle, Morris 2002 [1956]. *Fundamentals of Language* (2nd edn.). Berlin/New York: Mouton de Gruyter.

Palmer, Frank R. 1990 [1979]. *Modality and the English Modals* (2nd edn.). London: Longman.

iv) Translated title:

Haga, Yasushi 1998. *Nihongo no Shakai Shinri* [Social psychology in the Japanese language]. Tokyo: Ningen no Kagaku Sha.

Note: The English translation of the title should not be capitalised.

v) Contribution in an edited work:

O'Halloran, Kay L. 2011. Multimodal Discourse Analysis. In Hyland, Ken / Paltridge, Brian (eds), *Companion to Discourse.* London: Continuum, 120–137.

Taavitsainen, Irma 1997. Genre Conventions: Personal Affect in Fiction and Non-fiction in Early Modern English. In Rissanen, Matti / Kytö, Merja / Heikkonen, Kirsi (eds), *English in Transition: Corpus-Based Studies in Linguistic Variation and Genre Styles.* Berlin: Mouton de Gruyter, 185–266.

vi) Contribution also published electronically:

Jefferson, Gail 2004. Glossary of Transcript Symbols with an Introduction. In Lerner, Gene H. (ed.), *Conversation Analysis: Studies from the First Generation.* Amsterdam/Philadelphia: John Benjamins Publishing Company, 13–23. Available online at <http://www.liso.ucsb.edu/Jefferson/Transcript.pdf> (Last accessed: September 2, 2017).

Note: The publication date of online contribution refers to the year of online publication or year of the latest update.

vii) Thesis/dissertation:

Jacq, Pascale 2001. *A Description of Jruq (Loven): A Mon-Khmer Language of the Lao PDR.* Canberra: Australian National University MA Thesis.

Kim, Yong-Jin. 1990. *Register Variation in Korean: A Corpus-Based Study.* Columbia, SC: University of South Carolina Doctoral Dissertation.

Tribble, Christopher 1999. *Writing Difficult Texts*. Lancaster: Lancaster University Doctoral Dissertation. Available online at <http://www.ctribble.co.uk/text/Writing_Difficult_Texts.pdf> (Last accessed: September 2, 2017).

viii) Articles in journals:

Hyland, Ken 1996a. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics* 17/4, 433–454.

Hyland, Ken 1996b. Talking to the Academy: Forms of Hedging in Science Research Articles. *Written Communication* 13/2, 251–281.

Taavitsainen, Irma (Forthcoming). Middle English Recipes: Genre Characteristics, Text Type Features and Underlying Traditions of Writing. *Journal of Historical Pragmatics* 2/1.

ix) Journal articles also published electronically:

Bonini, Adair 2010. Critical Genre Analysis and Professional Practice: The Case of Public Contests to Select Professors for Brazilian Public Universities. *Linguagem em (Dis)curso* 10/3, 485–510. Available online at <http://linguagem.unisul.br/paginas/ensino/pos/linguagem/linguagem-em-discurso/1003/100303.pdf> (Last accessed: November 17, 2016).

Potts, Amanda / Bednarek, Monika / Caple, Helen 2015. How can Computer-Based Methods Help Researchers to Investigate News Values in Large Datasets? A Corpus Linguistic Study of the Construction of Newsworthiness in the Reporting on Hurricane Katrina. *Discourse & Communication* 9/2, 149–172. DOI: 10.1177/1750481314568548

x) Proceedings and papers presented at a meeting or conference:

Kilgarriff, Adam / Rychly, Pavel / Smrz, Pavel / Tugwell, David 2004. The Sketch Engine. In Williams, Geoffrey / Vessier, Sandra (eds), *Proceedings of the Eleventh EURALEX International Congress: EURALEX 2004*. Lorient: Université de Bretagne-Sud, 105–116.

White, Peter R. R. 2009. Media Power and the Rhetorical Potential of the "Hard News" Report – Attitudinal Mechanisms in Journalistic Discourse. In *Proceedings of the XXIX VAKKI Symposium*, University of Vaasa, Finland, 13–15 February. Available online at <http://www.vakki.net/publications/2009/VAKKI2009_White.pdf> (Last accessed: November 17, 2016).

xi) Internet addresses:

Please set internet addresses into angle brackets (e.g., <http://iniziative-editoriali.it/shop/i-land-journal-identity-language-and-diversity/>).

BBC Launches Five New HD Channels 2013 (December 9). *BBC News*. Available online at <http://www.bbc.com/news/entertainment-arts-25298109> (Last accessed: October 20, 2014).

Elliott, Stuart 2009 (January 22). In 'Trust Me', a Fake Agency Really Promotes. *The New York Times*. Available online at <http://www.nytimes.com/2009/01/22/business/media/22adco.html> (Last accessed: September 8, 2014).

Merriam-Webster Online 2016 (June 3). What Does 'Throw Shade' Mean?. *Words We're Watching* [Web log post]. Available online at <http://www.merriam-webster.com/words-at-play/shade> (Last accessed: September 28, 2016).

Subtirelu, Nicholas 2014 (March 10). Some Data to Support the Gendered Nature of "Bossy". *Linguistic Pulse* [Web log post]. Available online at <http://linguisticpulse.com/2014/03/10/some-data-to-support-the-gendered-nature-of-bossy/> (Last accessed: November 17, 2016).

Do not use abbreviations – also in the text and footnotes only the simplest and most common are acceptable ('etc.', 'i.e.', 'e.g.', '*et al.*'). Abbreviations should be provided when they are not standard in the field of investigation. Ensure consistency of abbreviations throughout the article. Abbreviations used in the manuscript should be provided as an appendix. Appendices are placed at the end of the text, after the bibliographical references.

5.   Images and multimedia

Authors are expected to provide written permission from copyright holders for reproducing any copyrighted material. *I-LanD International Journal* will hold individual authors responsible for damages ensuing from infringement of copyright.

We ask authors that images should be supplied electronically in separate files at appropriate levels of resolution (JPEG or TIFF files at 300 dpi and never lower than 150 dpi).

Images should be named according to the numeration in the text (Figure 1, etc.). Their desired size and position should be indicated in the article at the relevant point of the manuscript, together with a **caption** (Times New Roman, 11 pt, single-line spacing, justified, space before and after).

6.   Gender-neutral language

We kindly ask authors to try and use in their contributions a language that promotes inclusiveness, in order to neither reinforce nor perpetuate any form of gender binarism. This is in line with our personal belief that, in Academia, we should all work together towards a more gender-inclusive environment.

In line with this stance, we ask authors to adopt, for instance, the use of the singular 'they' when referring to antecedents that are grammatically singular (e.g., "A researcher must be committed to their work"; avoid the use of "his/her work"); or to use gender-neutral occupational titles (e.g., the use of the word 'businessman' should be avoided, and the word 'businessperson' should be preferred).

7.   Proofs and copy-editing

Once your manuscript has been accepted for publication, the copy editors of the *I-LanD International Journal* will ensure that your work adheres to the guidelines provided in this document. In order to make sure that their job goes smoothly, try to follow the instructions provided in these guidelines. Failure to provide copies of manuscripts that adhere to these standards may delay the publication process and may be grounds for rejection.

The *I-LanD International Journal* believes that copy-editing is an essential stage since it adds further value to your article. While it is your responsibility to submit the article correctly and in line with the guidelines provided in this document, the copy editors have a valuable role in picking up any errors that you might have missed and minimising any delays by ensuring that problems are identified at an early stage. However, if you have any comments or concerns, please do not hesitate to contact the guest editors of the special issue.

The copy editors will:

- ensure that the article makes sense throughout and it is in line with the guidelines provided in this document. Changes will be made in order to make sure that your manuscript is consistent with the previous issues of the journal and its standards;
- correct any mistakes in grammar and punctuation;
- check that the spelling is correct and consistent, and follows the journal's style;
- make sure that the paper is referenced correctly using the right reference style;
- go through and cross-check the references and any tables and figures, to ensure they are mentioned in the text;
- highlight any potential problem linked to the manuscript (e.g. issues linked to third-party permissions, or anything that could contravene laws against libel, obscenity, blasphemy, incitement to racial hatred, or plagiarism). The copy editors will also make sure that your manuscript, after the peer-review process, is in line with the philosophy of the journal. Failure to comply with the *I-LanD International Journal*'s scope and mission may result in the rejection of your manuscript.

The copy editors do not normally rewrite sections of the text, 'polish' language to improve it, or spot errors that require specialist subject expertise. Authors are responsible for editing and proofreading. We recommend the use of a professional service whenever writing in a non-native language.

Once the copy editors have adapted your manuscript according to the journal's guidelines, a PDF proof will be provided. Your PDF proof file will be enabled so that you can comment on the proof directly using Adobe Acrobat/Reader.

Please check this proof carefully. It is the responsibility of the corresponding author(s) to check this and approve or amend it. A second proof will be provided once the manuscript is sent to Loffredo Editore publishing company. Loffredo Editore cannot be held responsible for uncorrected errors, even if introduced during the production process. Once your corrections have been added to the article, it will be considered ready for publication. Please limit changes at this stage to the correction of errors. You should not make trivial changes, improve prose style, add new material, or delete existing material. For detailed guidance on how to check your proofs, please refer to the guidelines for authors provided in this document.