International Journal of Corpus Linguistics
Format & style guideline 2018

Editorial team
University of Birmingham | University of Nottingham | Lancaster University | University of Heidelberg

This guide describes the style and format to be used for manuscript submissions to the International Journal of Corpus Linguistics. This document is formatted according to, and therefore exemplifies, the guidelines here described. As such, it can be used as a reference for authors. To make the editing process smooth and quick, we request all those submitting manuscripts to comply as strictly as possible with the instructions presented here. For any other questions, please contact the Assistant Editor, Lorenzo Mastropierro, at lorenzo.mastropierro@nottingham.ac.uk.

Keywords: format, style, copy-editing process, manuscripts, submission

1. General instructions

Contributions to the International Journal of Corpus Linguistics (IJCL) are to be in English. If not written by a native speaker, it is strongly advised to have the manuscript checked by a native speaker. Spelling should be British English or American English and should be consistent throughout the paper.

Authors must seek permission for all copyrighted material that they seek to use in their work. Authors are responsible for observing copyright laws when quoting or reproducing material. The copyright of articles published in IJCL is held by the publishers. Permission for the author to use the article elsewhere will be granted by the publisher provided full acknowledgment is given to the source.
1.1 Format and length of submission

Manuscripts should be submitted in Microsoft Word format (.doc, .docx). Figures (but not tables) should be submitted as separate editable files. The length of full research papers should normally be between 7,000 and 10,000 words. Short papers (notes on new corpora or technical descriptions of tools and annotation schemes) can be published as articles of an extent between 2,000 and 4,000 words. We kindly request all authors to respect the word limits. Authors of papers that exceed word limits will be asked to cut down their manuscript, even when the article has already been reviewed and accepted for publication.

1.2 Fonts, text size, line spacing, and indentation

Times New Roman font should be used throughout the manuscript, including in figures and tables. The size and style of the font change depending on the type of text: sizes and styles to be used are summarised in Table 1 below.

<table>
<thead>
<tr>
<th>Type of text</th>
<th>Font Size</th>
<th>Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>paper title</td>
<td>14 pt.</td>
<td>bold</td>
</tr>
<tr>
<td>paper subtitle</td>
<td>14 pt.</td>
<td>/</td>
</tr>
<tr>
<td>author names</td>
<td>12 pt.</td>
<td>/</td>
</tr>
<tr>
<td>author affiliation</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>abstract</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>keywords</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>section heading</td>
<td>12 pt.</td>
<td>(cf. Section 1.3 )</td>
</tr>
<tr>
<td>paper text</td>
<td>12 pt.</td>
<td>/</td>
</tr>
<tr>
<td>long quotations</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>captions</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>acknowledgments</td>
<td>12 pt.</td>
<td>/</td>
</tr>
<tr>
<td>endnotes</td>
<td>11 pt.</td>
<td>/</td>
</tr>
<tr>
<td>references</td>
<td>11 pt.</td>
<td>/</td>
</tr>
</tbody>
</table>

The line spacing to be used is 1.5 throughout the manuscript, with the exception of tables, in which a line spacing of 1.15 is used instead.

A paragraph indent of 1.25cm is applied for all paragraphs except the first one in a section and after white spaces (examples, tables, figures, etc.).
1.3 Sections and section headings

Manuscripts should be reasonably divided into sections and, if necessary, subsections. As a general rule, we require manuscripts to have at least an introduction, literature review, methodology, analysis, and conclusion section. Section headings should be as transparent as possible, i.e. avoid “Literature review”, “Analysis”, etc. Most papers will require a separate methodology section.

Sections should be numbered in Arabic numerals (1., 1.1, 1.1.1). In the text, when followed by a number, the word section should be capitalised, e.g. Section 1, Section 2.3, or Sections 3.2.1 to 3.2.4. Please double-check the numbering of subsections, e.g. there should only be Section 1.1 if there also is Section 1.2. Also avoid sequences of section headings without intervening text, e.g. there should always be some text between one heading and the next. We consistently use boldface for section numbers, while headings have different specifications, depending on the order. Table 2 below shows the other specifications.

<table>
<thead>
<tr>
<th>Order</th>
<th>Heading specifications</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&lt;sup&gt;st&lt;/sup&gt; order</td>
<td>Bold, 2 lines whitespace above, 1 below</td>
</tr>
<tr>
<td>2&lt;sup&gt;nd&lt;/sup&gt; order</td>
<td>Roman, 2 lines whitespace above, 1 below</td>
</tr>
<tr>
<td>3&lt;sup&gt;rd&lt;/sup&gt; order</td>
<td>Italics, 1 line above, none below</td>
</tr>
</tbody>
</table>

2. The first page

The first page of the manuscript shows title, subtitle (if present), author(s), affiliation(s), abstract, and list of keywords. These elements are aligned to the left (as opposed to justified) with an indentation of 1.25 cm.

The font size and style for title, subtitle, author(s), affiliation(s), abstract, and keywords are given in Table 1. There are two lines whitespace after the subtitle, two lines after the affiliation(s), one line after the abstract, and two lines after the keywords, before the first section.

The maximum length of the abstract is 150 words, and the maximum number of keywords is five. Please use commas to separate one keyword from the next and ensure that your keywords are not too general (corpus linguistics, corpus, corpora, etc. are too general for IJCL).
3. Details

This section provides detail on the style and format to be used in the main body of the manuscript. Section 3.1 describes the format of in-text references. Section 3.2 explains how to use single and double quotes, and how to format long citations. Section 3.3 shows how language examples should be formatted, while Section 3.4 explains how to create in-text or indented lists. Finally, Section 3.5 looks at the style and format of tables and figures.

3.1 In-text references

Use the (Author, Year) reference style for in-text references, e.g. (John, 2016) or John (2006), if the name of the author appears in the text itself. When quoting work by two authors, use the ampersand, e.g. (John & Smith, 2010). When quoting work by more than two authors, et al. is used in the text, e.g. (Black et al., 2009), but all the authors’ names must appear in the respective entry in the References section. Arrange two or more works by the same authors by year of publication, each work separated by a comma, e.g. (John, 2011, 2013, 2016). Lists of two or more works cited within the same parenthesis are separated by semicolons, e.g. (John, 2013, 2016; John & Smith, 2010; Black et al., 2009). Please avoid long sequences of references, especially when they are not discussed but simply listed. A colon followed by a blank space is used when page numbers are specified, as in (John, 2016: 134), John (2006: 97), or (Black et al., 2009: 78-80).

3.2 Quotes and citations

Single quotes (‘’) are used to introduce terms the first time they are used. Double quotes (““) are used for quotations, categories, meanings/senses, translations, and “so-to-speak” uses.

For short, run-in quoted material, use double quotes. Longer quoted material should be displayed as an indented block quote, with a line above and one below. Quote marks are unnecessary for block quotes. Spelling and punctuation of the original should be copied exactly, [sic] used in the case of errors/typos in the original. Page numbers should be always included for all direct citations, both short and long. Below is an example of an indented block quote:
By far the majority of text is made of the occurrence of common words in common patterns, or in slight variants of those common patterns. Most everyday words do not have an independent meaning, or meanings, but are components of a rich repertoire of multi-word patterns that make up text. (Sinclair, 1991: 108)

### 3.3 Language examples

Language examples in the text (individual words or short sentences) should always be in italics, e.g. *house* or *the house on the tree*. Longer examples should be indented and numbered, with a blank line above and below. These examples always need to be referred to in the text as, for instance, Example (1), Example (2), Examples (3) and (4), etc. Some examples follow:

(1) You *must* have some of this cake.

(2) You *should* have some of this cake.

(3) You *may* have some of this cake.

(4) You *will* have some of this cake.

Indented examples, like Examples (1) to (4) above, do not need italics. However, italics can be used for emphasis, as shown with the word *must, should, may, and will*.

### 3.4 Lists

In-text lists are numbered, using Roman numerals in parenthesis, i.e. (i), (ii), (iii), (iv), (v), etc. Longer lists can also be indented, as shown in the example below. Roman numerals are used in this case too, but without parenthesis:

i. First element in the list;
ii. Second element in the list;
iii. Third element in the list;
iv. Forth element in the list;
v. Etc.

Indented lists have a line whitespace above and below them.

3.5 Tables and figures

Tables are numbered consecutively and should be accompanied by a transparent caption. The caption appears above the table, while sources and notes are placed immediately below the table. Times New Roman, size 11, is used with both captions and texts, which are all left aligned. The first line in the table (the heading categories) tends to be in bold, as well as words as Total, etc. Table 1 and Table 2 above are examples of how tables and captions should be formatted and look like. For more examples, please refer to recently published IJCL articles.

Figures too are numbered consecutively and appropriate captions (Times New Roman, size 11), should be provided immediately below the figure. Times New Roman should be used with writings in figures, although the size varies depending on the figure. Figures do not go in the manuscript, but should be provided as separate, editable (if possible), files.

Both tables and figures should be referred to in the text. When followed by a number, the words table and figure are always capitalised, e.g. Table 1, Figure 2, Tables 3 and 4, Figures 5 to 7, etc.

Acknowledgments

Acknowledgments, if any, come as an unnumbered section immediately after the conclusions. Font style, size, and spacing are the same as in the other sections of the manuscript. Acknowledgements should not appear in the first submission, which has to be anonymised.
Notes

Notes should be kept to a minimum. They should be numbered consecutively throughout the paper and be listed in the unnumbered Notes section after the main text or Acknowledgments. Do not use Microsoft Word note function; note indicators in the text must appear as superscript Arabic numerals. A couple of notes\(^1\) are added to this sentence as a reference, with examples provided below.\(^2\)

1. Boldface is used with the number of the note. Each note has a blank line above and below.

2. Both note numbers and note texts are in Times New Roman, size 11.

References

The References section should follow the Notes section. Make sure that all references cited in the text must be included in the list of references, and that the list does not include any entries that have not been cited in the text. References should be listed (i) alphabetically and (ii) chronologically, in the case of more than one publication by the same author(s). Times New Roman, size 11, line spacing 1.5, is used with references, with hanging indent.

IJCL uses APA 6\(^{th}\) (www.apastyle.org/) as reference style. Please make sure that your reference list follows as strictly as possible APA 6\(^{th}\) guidelines. Some examples of different references are provided below.

Journal article

Book
Chapter in edited book

Unpublished PhD thesis

Newspaper article

Computer software

Unpublished conference paper

Published conference paper

Appendix

The Appendix section (or Appendices, if more than one) goes after the References section. Appendices should be referred to in the body of text, e.g. Appendix 1, Appendix 2, Appendices 3 and 4, etc. Appendices use Times New Roman, size 12, line spacing 1.5 and when including tables, they are formatted as described in Section 3.4 and exemplified by Tables 1 and 2 above.
Address for correspondence

Full contact details of the corresponding author are provided in the Address for correspondence section, while other authors are listed in the Co-author information section. Author details should be formatted as showed below:

Address for correspondence

Name
Department or School
Institution
Address
City, post code
Country

Email address

Co-author information

Name
Department or School
Institution