1. General instructions

This guide provides an overview of the formatting and style guidelines for the *International Journal of Corpus Linguistics (IJCL)*. For any additional questions, please contact the Assistant Editor Viola Wiegand (v.wiegand@bham.ac.uk).

Contributions to *IJCL* are to be in English. Spelling should follow either British English or American English and should be consistent throughout the paper. Please ensure that the article has been proofread thoroughly for any language issues.

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 acknowledgement is given to the source. Section 1.1 introduces the general format, structure and length of submission. Details on the formatting of the first page are given in Section 1.2. Details on fonts, text size, line spacing, and indentation are presented in Section 1.3. Finally, Sections 2 and 3 provide guidelines on specific manuscript sections and the reference style.

1.1 Format, structure 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. Please anonymise your first submission. The word limits are as follows:

i. full research papers: between 7,000 and 10,000 words;

ii. short papers (notes on new corpora or technical descriptions of tools and annotation schemes): between 2,000 and 4,000 words.

Submissions should follow this structure:
Abstract (The abstract should be under 150 words.)

Keywords (Please provide up to five keywords, separated by commas, which are not too general – e.g. corpus linguistics, corpus, corpora, etc. are too general for IJCL.)

1. Introduction

2. Literature review (Use a thematic title rather than “literature review”/“background”.)

3. Methodology (Most papers will require this section.)

4. Analysis (You can use a thematic title for this section and its subsections.)

5. Conclusions

Acknowledgements (If any; provided in an unnumbered section after the conclusions. They should not appear in the first submission, which has to be anonymised.)

Notes (If any; please see the specifications for notes in Section 2.5.)

References (Please see the specifications and examples in Section 3)

Appendices (If any; see the specifications in Section 2.6.)

Address for correspondence (Please see the specifications in Section 2.7.)

1.2 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. 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.

1.3 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. 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.). The body of the text should be justified (with the exception of the abstract and tables).
Table 1. Font guide

<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>
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<tr>
<td>paper subtitle</td>
<td>14 pt.</td>
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<td>author names</td>
<td>12 pt.</td>
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<td>author affiliation</td>
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<tr>
<td>abstract</td>
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<td>keywords</td>
<td>11 pt.</td>
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</tr>
<tr>
<td>section heading (first order)</td>
<td>12 pt.</td>
<td>Bold, 2 lines whitespace above, 1 below</td>
</tr>
<tr>
<td>section heading (second order)</td>
<td>12 pt.</td>
<td>Roman, 2 lines whitespace above, 1 below</td>
</tr>
<tr>
<td>section heading (third order)</td>
<td>12 pt.</td>
<td>Italics, 1 line above, none below</td>
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<tr>
<td>main text</td>
<td>12 pt.</td>
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<td>table text</td>
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<td>table notes</td>
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<td>long quotations</td>
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<td>captions</td>
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<td>acknowledgements</td>
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<td>endnotes</td>
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<td>references</td>
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</tbody>
</table>

2. Style and formatting details

This section provides detail on the style and format to be used in the main body of the manuscript. Section 2.1 explains how to use single and double quote marks, and how to format long citations. Section 2.2 shows how language examples should be formatted, while Section 2.3 explains how to create in-text or indented lists. Section 2.4 provides guidelines on any acknowledgements and Section 2.5 looks at the style and format of notes. The formatting of appendices is explained in Section 2.6. Finally, Section 2.7 presents the format of the address for correspondence and co-author addresses.

2.1 Quotes and citations

Single quote marks (‘’) are used to introduce (technical) terms the first time they are used. Double quote marks (““”) are used for quotations, categories, meanings/senses, translations, and “so-to-speak” uses. For short, run-in quoted material, use double quote marks. 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 and [sic] used in the case of errors/typos in the original. Page numbers should always be 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)

2.2 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), etc. Some examples follow.

(1) You must have some of this cake.

(2) You should have some of this cake.

Indented examples, like Examples (1) to (2) above, do not need italics. However, italics can be used for emphasis, as shown with the words must and should. Please translate examples in languages other than in English, following the format of Example (3). If you want to provide a gloss and a translation, please label them.

(3) Kannst du mir bitte das Buch geben?
    ("Can you please pass me the book?")
2.3 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.

2.4 Acknowledgements

Acknowledgements, if any, come as an unnumbered section immediately after the conclusions, formatted as follows.

Acknowledgements

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.

2.5 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 Acknowledgements. Do not use Microsoft Word note function; note indicators in the text must appear as superscript Arabic numerals. A couple of notes1 are added to this sentence as a reference, with examples provided below.2
Notes

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.

2.6 Appendices

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 1.3 and exemplified by Table 1 above.

2.7 Address of correspondence and co-author addresses

Following the references and any appendices, full contact details of the corresponding author are provided under the heading Address for correspondence. Any other authors are listed under the heading Co-author information. Author details should be formatted as shown below.

Address for correspondence

Name
Department or School
Institution
Address
City, post code
Country

Email address
3. References

Please follow the following guidelines for in-text references (Section 3.1) and the reference list (Section 3.2).

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 in and outside parentheses, e.g. (John & Smith, 2010) and 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 The References section

The References section should follow the Notes section and precede any appendices. Make sure that all references cited in the text are 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 follows the APA 7th edition manual (www.apastyle.org/) as reference style for the reference list. Please make sure that your reference list follows APA 7th guidelines as closely as possible (for example, APA 7 no longer includes the venue of publication for books).

Note that IJCL capitalises content words in book titles and thesis titles (diverging from the APA rules), but not in titles of other works. Please provide translations for titles of works written in languages other than English. DOIs will be added by the typesetters. Some examples of different references are provided below. More examples can be found at https://apastyle.apa.org/style-grammar-guidelines/references/examples/.

References

Journal article

Book

Chapter in edited book

*Unpublished thesis or dissertation (print copy available from the university)*


*Published thesis or dissertation (available online – provide database information and URL)*


*Newspaper article*


*Corpora and datasets*

A retrieval date is only necessary if the corpus is being updated continuously and this is not reflected in version numbers.


*Computer software*

Anthony, L. (2019). *AntConc* (Version 3.5.8) [Computer Software]. Waseda University. [https://www.laurenceanthony.net/software](https://www.laurenceanthony.net/software)


Note that for unpublished conference materials, APA 7 still asks for information on the venue (unlike for published books and contributions to edited collections/proceedings), simply to identify the
conference. For published conference presentations in online proceedings or edited collections, no venue is required (see the examples below).

*Unpublished conference paper*


*Poster presentation*


*Published conference paper (conference proceedings)*

Entries for published conference papers in proceedings should follow the same format as a chapter in an edited book. Please provide as much information as possible to ensure that the paper can be identified. If possible, provide the editors and a URL and/or the publisher (if any).
