Instructions to authors for manuscript preparation

Manuscript preparation

Manuscript should be in .doc or .docx (Times New Roman 12, double-spaced throughout). We also accept Latex files; in that case, please submit the Latex pdf and the source files (.tex, .bib, .sty). Please remember to include page numbering.

As LPLP uses a double-blind revision process, all author information must be removed from manuscript; author(s)'s name(s) and affiliation(s) must NOT be listed under the title.

The manuscript must contain the following elements (in this order):

- title (no more than 20 words, ideally between 5 and 10)
- two abstracts (between 150 and 200 words each): one abstract in English and the other in another language (e.g., same language than the paper, or a language related to the paper’s topic)
- text body with sections and subsections, numbered or not (see below for more detail about title conventions)
- the references list in APA style
- the tables and figures
- the appendix (optional)

The manuscript should at least contain two levels of headings, but no more than three.

- level 1: Flush left, boldface;
- level 2: Flush left, boldface, italicized;
- level 3: Flush left, italicized.

All paragraphs except the first in a section should be intended. Footnotes should be used sparingly. Manuscript length should be between 5,000 and 8,000 words all inclusive (i.e., tables, figures, references); manuscripts less than 8,000 words long are preferred.

Language (usage and editing services)

Manuscript submissions are invited in any language. No matter what language you choose, please carefully check your syntax and overall language quality and consistency (e.g., in the case of English, American or British usage is accepted, but not a mixture of these).

Figures, tables, maps

These should stand at the appropriate place in the manuscript, not on separate pages at the end of the manuscript. All figures, tables and maps should be numbered consecutively and labeled with a legend. Place legends ABOVE tables and BELOW figures and maps. Place a period after the (bolded) number in the legend and at the end of the legend, e.g.:

Table 1. Example legend.
References in the body of the text

In the body of the text, use author(s)’s last name(s) plus year (plus page numbers if required):

- Alpha (1993: 208) has observed . . .
- . . . as has been observed (see Alpha 1993: 208), . . .

List of citations should be as follows:


For in-text citations with two authors, use “&” both within the citations themselves and for any references to the authors/work in the body of the text.

- Alpha & Echo (2010) have found that . . .
- . . . as found in previous studies (Alpha & Echo 2010).

Use “et al.” for citations with three or more authors. Do not add commas or italics.

- As Echo et al. (2011) have argued . . .
- . . . this phenomenon is unique to this dialect (Echo et al. 2011).

Quotations, if not exceeding three lines, should appear in the text, marked by “double” quotations, with the source reference. Quotations LONGER THAN three (printed) lines should be indented and set off from the regular text, with the source of quotation added at the end. These extracts are not enclosed in quotation marks.

Disclosure of non-previously released data

In order ensure transparency and reproducibility, LPLP encourages authors to make available for the data used in a paper published by the journal, unless the authors are bound by legal, ethical, copyright, confidentiality or other clauses.

If data are made available, data references should include the following elements: author name(s), dataset title, data repository, year, and global persistent identifier. If you have made your research data available in a data repository (e.g., Open Science Framework), you can link your article directly to the dataset.

Cover letter

All manuscripts should be accompanied by a cover letter that (1) briefly introduces the paper, (2) discloses any conflict of interest; and (3) confirms that the paper has not been submitted elsewhere (see below).

Author(s)’s name(s) and affiliation(s), postal and e-mail addresses of the corresponding author are also required in the cover letter.
Declaration of interest

All authors must disclose any financial and personal relationships with other people or organizations that could inappropriately influence (bias) their work. Examples of potential conflicts of interest include employment, consultancies, stock ownership, honoraria, paid expert testimony, patent applications/registrations, and grants or other funding. If there are no conflicts of interest then please state this: 'Conflicts of interest: none'.

Submission declaration and verification

Submission of an article implies that the work described has not been published previously (except in the form of an abstract or as part of a published lecture or academic thesis), that it is not under consideration for publication elsewhere, that its publication is approved by all authors and tacitly or explicitly by the responsible authorities where the work was carried out, and that, if accepted, it will not be published elsewhere in the same form, in any language, including electronically without the written consent of the copyright-holder.