

GUIDELINES FOR CONTRIBUTORS

Submissions, copyright and language policy

- *Discourse and Interaction* welcomes original research articles which have not been published previously and which are not considered for publication elsewhere.
- Contributions should be submitted by e-mail as MS Word files (.doc) to navratilova@ped.muni.cz
- Copyright matters are the responsibility of the authors
- Authors are expected to send proof-read versions of their contributions. Articles that do not meet this requirement will be sent back to the author.

Length

- Articles - **3,500 – 5,500** words excluding references. Longer articles will be considered.
- Reviews of recent publications – 1,000 – 1500 words excluding references.

STYLE SHEET

Please follow the recommendations below as closely as possible:

1. Contributions should include the title, name of the author, **abstract up to 120 words**, key words (4-5) and the main text (+ references)
2. The contribution should be **divided into appropriate sections and subsections**.
3. **Font:** Times New Roman, the main text – font size 12 and abstract 11. Long citations (11), examples (11), end-notes (10) and references (11).
4. **Title:** For the title use bold capitals, font size 12.
5. **Author:** The author's name should be in italics and justified.
6. **Section headings** should be in bold and numbered using Arabic numerals not followed by a full stop (e.g. 1; 1.1; 1.1.1). Capitalize only the first letter of the first word.
7. **Spacing:** Use spacing **1.5 for the main text**. For **abstract, long citations, examples, end-notes and references** use **spacing 1**.
8. **Margins:** standard A4 pages in single column format; the margins at the top, bottom, right and left set at **2.5 cm**
9. **Paragraphs:** Indent paragraphs (1.25 cm). The entire text, including references must be justified with the exception of headings, which should be ranged left. Do not leave a blank line between paragraphs.

10. **Notes:** avoid using notes, please, if possible. When using notes, use **end-of-text notes** rather than footnotes. End-notes should be numbered and in font size 10, placed after the main text and followed by references
11. **Quotations:** Use **double quotes** for short quotations (3-4 lines), the quotation marks and apostrophes should be rounded. For long citations do not use quotation marks and use font 10.
Single quotes should be used for linguistic definitions. Highlighted items should be in **italics**. Do not underline. Use italics for published book titles mentioned in the text.
12. Use **only one space between words** and after punctuation marks.
13. **Examples:** Examples should be numbered progressively (do not re-start in each subsection) and in italics, the discussed features within examples in bold/underlined, e.g.:
- (12) *I remember that he went to London.*
14. **Tables, graphs and pictures:** All tables, graphs and pictures should be in MS Word format, ordered numerically and have a caption underneath the table, graph or picture in font 10.

Table 1: Number of occurrences of modal verbs

15. In the text, spell out numbers **one - twelve** and all numbers in sentence initial position.
16. **Abbreviations** should be used sparingly and precisely
- e.g. 'for example'. Font: regular.
 - i.e. 'in other words' (*not* 'for example'). Font: regular.
 - etc. 'and the rest', 'and so on', *etc.* Font: regular.
 - cf. 'compare' (*not* 'see'). Font: regular.
 - c. 'about' ('c. 1901'). Font: regular.
 - et al. 'and others'. The second word requires a full stop. Font: regular.
 - AD appears before the year, e.g., 'AD 1000'
 - BC appears after the year, e.g., '800 BC'
 - & do not use – write in full: 'and', use & only in brackets
 - % do not use – write in full: 'per cent', use % only in brackets

Abbreviations that end with the same letter as the word they replace, (e.g., 'Mrs', 'Mr' and 'Dr') do not require a full stop in British English. Those that end with another letter do require a full stop, (e.g., 'Prof.', 'etc.', 'pp.'). So, 'ed.' for 'editor' and 'eds' for 'editors' are both correct.

Please **do NOT**:

- use varying styles in the MS Word document. Restrict the use of different font sizes and line heights to the minimum
- use line breaks at the ends of lines
- use the spacebar for aligning paragraphs and text positioning. Use the tabulator instead
- include anything in the header section

REFERENCING

1. In-text citation, e.g.

Simpson (1985: 317) suggests that

2. **Bibliographical references** are listed at the end of the contribution under the heading **References**. Please make sure entries correspond to the **authors really cited** in your paper. Do not include various other sources available on the topic but not mentioned in your article. Bibliographical info about the material you analysed (e.g. literary texts, political speeches) should be listed after references under the heading **Sources**.

i) books

Halliday, M. A. K. and Hasan, R. (1989) *Cohesion in English*. London and New York: Longman.

Lyons, J. (1981a) *Language and Linguistics. An Introduction*. Cambridge: Cambridge University Press.

Lyons, J. (1981b) *Language, Meaning and Context*. London: Longman.

Simpson, P. (2004) *Stylistics*. London and New York: Routledge.

Svartvik, J. (ed.) (1990) *The London-Lund Corpus of Spoken English*. Lund: Lund University Press.

ii) journal articles:

Widdowson, H. (2000) 'On the limitations of linguistics applied.' *Applied Linguistics* 21/1, 3-25.

iii) articles in books:

Swan, M. (2000) 'Focusing on the text and its key words.' In: Burnard, L. and McEnery, T. (eds) *Rethinking Language Pedagogy from a Corpus Perspective*. Frankfurt am Main: Peter Lang. 103-122.

Thorpe, J. (1989) 'What is a poem?' In: Van Peer, W. (ed.) *The Taming of the Text*. London and New York: Routledge. 280-91.

Article in an Internet database:

Hovy, E. H. (1995) 'The Multifunctionality of Discourse Markers.' In: *Proceedings of the Workshop on Discourse Markers*. Egmond-aan-Zee, The Netherlands, Jan 1995. Online document. 11 July 2005 <<http://www.isi.edu/~hovy/>>.