

Language Education and Multilingualism

The Langscape Journal

Page setup:

Page size and margins: A4 portrait, top 2.5 cm, bottom 2.0 cm, left/right 2.5 cm.

Font: Calibri

Main title: centred and bold (16 pt)

1. Title Main Chapter 14 pt, bold, left-aligned

1.2 Subtitle Chapter 12 pt, bold, left-aligned

1.2.3 Subtitle Subchapter 11 pt, bold, left-aligned

Normal Text + Reference List: 11 pt, justified

Footnotes + indented quotations: 10 pt

Line spacing:

- Normal text: exactly 15 pt. Spacing after 6 pt
- Multiline main chapter titles: exactly 15 pt
- Quotation / Reference List: exactly 15 pt
- Foot notes: single line

Indentation:

- First line (except after titles, sub-headings, and quotations) 0.5 cm
- Quotations left and right 0.5 cm

Labelling of figures and tables: 10pt, Calibri, left-justified, colon, tab stop

- Do not abbreviate "Illustration" and "Table"
- if more than one line, hanging indent flush with the text in the first line

Example:

Figure 1: This illustration shows that in this setting we are dealing with three types of places/spaces.

Format Author*internal names :

- Standard text (Calibri 11pt, distance before: 6pt, line spacing: exactly 15pt)
- but centered and with a blank line to the abstract heading.

Blank lines are to be formatted with "Standard".

Footnotes:

- Footnote numbers should end with the type area of the main text.
- Footnote texts should be indented, but should be flush with each other.
- Accordingly: footnote format: 10pt, line spacing single, spacing to: 6pt, indent: left 0 cm, special indent: hanging 0.5cm, justification, paragraph control activate

Enumerations:

- Left-hand feed 0.5 cm, special feed hanging 0.5 cm

Headings for abstracts and bibliographies are to be formatted as chapter headings.

Format key terms including the prefix "key terms" in accordance with the standard, but bold the prefix "key terms" itself.

Hyphenation:

If a word is to be hyphenated at a certain position, use soft hyphens (Ctrl + Hyphen) so that the hyphen is only visible at the end of the line if required.

Italics should be used for foreign language words and phrases only and not for emphasising.

In order to highlight a term or a notion, use 'notion'

Figures and **tables** should be added at the end of the document with a proxy in the main text to indicate its location in the published version.

Every article is preceded by **two abstracts**, one in English and a second one either in French, Spanish or German. (If help is required, please contact the editors.) Each abstract should be followed by keywords (4-7) in the same language.

Quotations

In-Text Quotations: author-date method of citation

Examples:

Smith (2010) analysed ...

In a recent study (Smith, 2010), ...

In 2010, Smith analysed ...

To refer to a work and page preferably use: Smith (2010, p. 67); (Smith, 2010, p. 67)

References to the same source and page as the previous quotation are indicated by "(ibid.)"

Short Quotations (up to 40 words):

In quotation marks, author-year-page citation in the text, complete reference in the reference list

Examples:

She stated, "The truth is, research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one" (Kramsch, 2002, p. 208), and she developed her idea with some examples.

According to Kramsch (2002), "research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one" (p. 276).

Kramsch (1993) found that "research does not only explain existing moments" in this case (p. 208), but what will the next step in researching this issue be?

Longer Quotations (more than 40) words:

indented (cf. Indentation), no quotation marks, reference following quoted text in indented block

Example:

Kramsch's 2003 study found the following:

The truth is, research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one. Thus, I initially wanted to understand why my students constructed the word *Ausländer* differently from me, [...].
(p. 208)

Reference List

Non-periodical (such as a book, report, brochure, or audio-visual media)

Author, A. A. (Year of Publication). Title of Work: Capital letters also for subtitle. Location: Publisher.

Non-periodical, more than one author

Author, A. A., Author, B. B., & Author, C. C. (Year of Publication). Title. Place: Publisher.

Part of a non-periodical (e.g. book chapter or an article in a collection)

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In: A. Editor & B. Editor (Eds.), Title of book (pages of chapter). Location: Publisher.

Web page

Author, A. A., & Author, B. B. (Date of Publication or Revision). Title of full work [online]. Retrieved month, day, year, from source web site: URL.

Online journal or magazine

Author, A. A., & Author, B. B. (Date of Publication). Title of article. Title of periodical, xx, xxx-xxx. Retrieved month, day, year, from web site: URL.

Journal article, one author

Author, A. A. (Date of Publication). Title of article. Title of periodical, Volume number, pages.

Journal article, multiple authors

Author, A. A., Author, B. B., Author, C. C., Author, D. D., & Author, E. E. (Date of Publication). Title of article. Title of periodical, Volume number, pages.

Entry in an encyclopaedia

Author, A. A. (Date of Publication). Title of entry. In: Title of encyclopaedia (Vol. number, pages). Place: Publisher.

If more than one line, hanging indent.

General requirements for manuscripts before submission:

Please do not use macros and other automated formatting options.

Figures and tables should be appended to the document following the Reference List; a token in the main text indicates the location of a figure/table in the published version.

Please submit your manuscript as an editable .docx file (as used by MS-Word or similar text editors) and a .pdf file for reference.

After the manuscript has been accepted:

Headers/footers will be added by copy editors: Header/Footer: different odd & even pages: even pages author name; odd pages chapter title.

Page number: lower margin right, 12 pt

The editors will carry out the final pagination.