

Author instructions in SALi and formatting requirements

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Abstract:

This is the formatting specification and template for the papers submitted to Studies in Applied Linguistics. The abstract contains between 150 and 250 words.

Key words:

corpus linguistics, foreign language teaching, relative clauses, syntax, Czech

1. Introduction

The Studies in Applied Linguistics (SALi) editorial board accepts manuscripts written in Czech, Slovak, English and German. The SALi editorial board assumes that the submitted manuscript has not been published anywhere else; that the authors submitting the manuscript to SALi are the sole holders of authorship rights to the aforesaid manuscript; that, if the manuscript contains material whose authorship rights belong to a third party, the authors have acquired permission for their publication in SALi prior to submission; that the submitted text, including its title and abstract, is sufficiently unlike any other text published or awaiting publication in a journal or monograph. Authors who are not from Charles University will be asked to sign a **license agreement**.

Authors are fully **responsible for the linguistic and formal quality** of their manuscript, which forms one part of the overall evaluation criteria. The SALi editorial board carries out only the absolutely necessary linguistic and formal alterations to the accepted texts. The editorial board reserves the right to return a submission which clearly fails to meet the journal's formal requirements (see section 5 below) to the authors before commissioning reviews.

The authors are authorized to freely publish their article from SALi in publications of which they are the author or editor, provided that they first request permission of the publisher of SALi, and that the new publication will include a full citation of the article in SALi. In other cases, requests to reprint materials from SALi will be reviewed by the publisher individually.

2. Abstract and Keywords

The submission manuscript **must include an abstract in English** with a length of 150–250 words, as well as a **title in English**. A manuscript written in English must also be supplemented with a Czech (or Slovak) abstract of the same length (this may be a translation of the original English abstract; the editorial board may provide this for authors who do not speak Czech). The abstract introduces the research questions, the data and methodology used, the results and implications (depending on the nature of the article). The SALi editorial board welcomes articles with an additional resumé in another language (other than English).

Additionally, each manuscript must include a list of keywords in English and in the language of the article. It is recommended that authors include approximately 5 terms, ordered according to relevance, separated by commas.

3. Manuscript submission and anonymization

All submissions are to be made via email to [<SALi.journal@ff.cuni.cz>](mailto:SALi.journal@ff.cuni.cz), as a doc(x) and pdf file. On the **first page**, list the names of all authors, their affiliations and email addresses (see above). The **second page** will start with the submission title and continue with the main text.

To ensure an unbiased and objective peer review process, submissions must be **anonymized**:

- Apart from the title page, author names will not be mentioned anywhere in the paper.
- References to the authors' own publications will be given only as "author" / "authors"; the list of references will not include the title of the publication.
- Submissions sent for review will not include information about financial support; all information will be completed if the submission is received for publication.
- Remove all author metadata from the submission files.

4. Individual Sections of SALi

Texts published in the Studies section will be between 4,000 and 10,000 words long; texts for the Reviews section between 1,000 and 3,000 words; and the Horizons section ca. 2,000 words. The Interview section does not appear in all issues and does not have an explicitly stated word limit.

5. Formatting requirements

5.1 General requirements

Please adhere to these general instructions:

- Use a format which is compatible with the Microsoft Word text editor, Calibri font size 12, line spacing 1.5, margins on both sides at 2.5 cm with minimal deviation.
- Use page numbering.
- Do not use boldface except for headings.
- Keep in mind that SALi does not have the option of colour printing.
- SALi follows the **APA7** style, as outlined below (refer to <https://apastyle.apa.org/>).

5.2 In-text citations

- Place shorter citations in double inverted commas (“...”), and if you need to use another pair of quotes within the citation, use single inverted commas (‘...’). **Citations longer than four lines** are to be presented in a separate paragraph in size 11 font, indented from the left margin the same as a regular indented paragraph, and separated from the main body of text with one free line above and below. These indented citations are written without inverted commas.

5.3 Footnotes

- Footnotes have a font size of 10 and line spacing 1.5.¹
- The superscript numerals referring to the footnotes are written following the punctuation mark, i.e. [...] preparations for a conference marking the jubilee of prof. František Daneš.¹ This issue,⁵ as it has been addressed in the author’s earlier works, [...].

5.4 Tables, figures, and charts.

- **Tables, charts, figures**, etc. are to be situated in their appropriate place within the text. If the article is accepted for publication, the editors will require the authors to send their figures, tables and charts **in separate files in print-ready quality (i.e., at least 300 DPI)**. Please send tables and graphs in files created in **Microsoft Excel**, or generated by programmes like **R** or **SPSS**.

¹ This text is a footnote.

- Descriptions of tables, figures and charts should be placed below the given object and formatted as follows:

Figure 4: The frequency of occurrence of adjectives *kreativní* and *tvůrčí* in the years 1990–2009 in written corpora. Depicted using linear regression with the SyD corpus tool.

5.5 Using italics

- Use italics for *emphasis*. Furthermore, italics are to be used for commented examples, titles of monographs and their parts (chapters, sections, paragraphs, etc.); names of journals and journal entries; titles of lectures and conference presentations. Names of grant tasks and projects should be written in a regular font.
- Use italics for the original form of translated terminology: – This approach was also advocated by the Young Grammarians (*Junggrammatiker*) in the late 19th century.
- Do not use italics for regular terminology.

5.6 Reference list and its structure

- The reference list must conform to the citation norm APA 7 (<https://apastyle.apa.org/>).
- The list of references at the end of the article must include only those items which are referred to in the text of the article.
- If you are working with primary (analyzed) and secondary literature, list the items under their own separate subsections titled Primary Literature and Secondary Literature.
- Items in the reference list are referred to **in the article text** using the narrative or parenthetical style:

An overview of place assimilation in Czech is given in Volín (2010, 52f).

Fixed stress is, from the typological perspective, more frequent (Maddieson, 2010).

- A reference in the text contains the author's surname, publication year, and possibly page details (or section, chapter etc.). The individual parts are separated by commas:

(Mathesius, 1966)

(Mathesius, 1966, p. 25)

(Mathesius, 1966, pp. 25–27)

(Mathesius, 1966, p. 25f)

(Mathesius, 1966, Chapter 3)

(Mathesius, cited in Daneš, 1991, p. 162)

– a book's first edition may be marked in this manner:

(Mathesius, 1966/1942, p. 25)

– more publications by the same author are separated by commas:

(Mathesius, 1961, 1966)

– to differentiate among several publications by the same author with the same year of publication, use small letters a, b, c etc.:

(Mathesius, 1982a, 1982b)

– for publications with two authors, authors' surnames are separated using the & symbol (parenthetic style) and using the conjunction "and" (narrative style):

(Fried & Östman, 2004)

As shown by Fried and Östman (2004)

– publications with three or more authors are referred to by giving the name of the first author and the abbreviation et al. (if such a reference should be ambiguous with respect to the reference list, provide those names necessary for the distinction):

(Zlatev et al., 2008)

- Multiple references appear in alphabetical order, separated by a semicolon, for example:
Comprehensibility refers to the subjective feeling of ease or difficulty of processing the given speaker's utterance by the listener (Derwing & Munro, 2015; Levis, 2018; Munro & Derwing, 1995).
- Items in the reference list are ordered alphabetically; more publications by one author are listed from the oldest to the newest (one author's independent publications are listed before those of which he is the co-author or co-editor).

- Format the list of references according to the following examples:

- **monographs:**

Bartoň, T., Cvrček, V., Čermák, F., Jelínek, T., & Petkevič, V. (2009). *Statistiky češtiny*. Nakladatelství Lidové noviny, Ústav Českého národního korpusu.

Gee, J. P., & Handford, M. (Eds.). (2012). *The Routledge handbook of discourse analysis*. Routledge.

- **journal publications:**

Wodak, R., Krzyżanowski, M., & Forchtner, B. (2012). The interplay of language ideologies and contextual cues in multilingual interactions: Language choice and code-switching in European Union organizations. *Language in Society*, 41(3), 157–186. <https://doi.org/10.1017/S0047404512000036>

- **book chapters:**

Verhagen, A. (2000). Interpreting use: Construing the history of Dutch causal verbs. In M. Barlow & S. Kemmer (Eds.), *Usage based models of language* (pp. 261–286). CSLI Publications.

- **electronic documents:**

Dryer, M. S., & Haspelmath, M. (Eds.). (2011). *The world atlas of language structures online*. Max Planck Digital Library. Available at <http://wals.info>.

Maddieson, I. (2011). Consonant inventories. In M. S. Dryer & M. Haspelmath (Eds.), *The world atlas of language structures online*. Max Planck Digital Library. Available at <http://wals.info/feature/1A>.

- Publications written in Cyrillic script must be **transliterated** (tables for the transliteration of Russian, with links to tables for other languages, can be found here:

<<http://www.lib.cas.cz/space.40/CYRILLIC/RU-EN-T3.HTM>>),

both in the final list of sources, and directly in the text of the article.

In English texts, authors are to use the Scientific transliteration of Cyrillic (for example, refer to:

<http://en.wikipedia.org/wiki/Scientific_transliteration_of_Cyrillic>).