

GUIDELINES FOR AUTHORS

Proceedings of the II. International Conference *From Theory to Practice in Language for Specific Purposes* 17 – 18 February 2017, Zagreb

Dear Author(s)!

We kindly ask you to read the following pages to be informed about all relevant details related to publications of papers from the II. International Conference *From Theory to Practice in Language for Specific Purposes*, held 17 – 18 February 2017 in Zagreb and organised by the Association of LSP Teachers at Higher Education Institutions.

Please, submit your paper by **no later than 20 April 2017**, so that we could start the peer-review process as soon as possible. All papers will undergo two double-blind peer-reviews.

Authors are kindly asked to send their papers to the following address: lsp.teachers.conference@gmail.com.

Authors are also kindly asked to send in a scanned form a signed statement that the paper they are submitting has not been previously published elsewhere or that it has not been submitted to any other publisher to be considered for publication.

Papers will be published in the proceedings in one of three languages – English, Croatian or German, i.e. in the language in which it was presented at the conference held 17 – 18 February 2017. An abstract followed by five key words is compulsory.

If your paper is written in German, we kindly ask you to send us, apart from the abstract in German, an abstract in English as well.

Papers will not be proofread. Hence, you are kindly asked to have your text proofread.

Before you send us your text, please, read the following guidelines for authors and edit your text in compliance with them. If your text is not edited accordingly, we will not be able to publish it.

TEXT EDITING AND THE STRUCTURE OF THE PAPER

Provide the following information on the title page:

Author's name and surname
Affiliation
Address
E-mail address
Phone number

On the following page start with the title of the paper followed by the abstract (approximately 300-400 words). Write down five key words below the abstract.

Structure of your paper if written in English:

Title of the paper
Abstract in the language of the whole text
Five key words in the language of the whole text
Introduction
(variations of the structure are possible further in the text)
Methods
Results
Discussion
References *(obligatory)*
Obligatory for Croatian authors:
Title of your paper in the Croatian language
Abstract in the Croatian language
Five key words in Croatian

Structure of your paper if written in German:

Titel
Zusammenfassung
Schlüsselwörter (fünf), Einführung
(Variationen in der Struktur sind ab hier möglich)
Methoden
Resultate
Diskussion
(Variationen in der Struktur sind ab hier nicht mehr möglich)
Referenzen
Titel in der englischen Sprache
Zusammenfassung in der englischen Sprache (1800 Zeichen)
Schlüsselwörter (key words) (fünf) in der englischen Sprache.

The length of your text, including abstract and keywords, tables, figures and the list of references, should not exceed 30,000 characters (with spaces). Abstracts either in Croatian or in English (the latter for the papers submitted in German) are not included into this figure – they are a supplement of no more than 1,800 characters. Minimal text length should be 10,000 characters (with spaces) or approximately 3,600 words including list of references, tables and figures.

Margins – 3 cm (left, right, up, down). Text should be written with 1.5 line spacing (Times New Roman, 12). The left and right edges of the text should be aligned (Justify = Ctrl+J). Please, send us the text as a Word document. We kindly ask you **not** to send us your text as a pdf document.

All tables and figures must be mentioned in the text. Tables and figures should be at the end of the paper, numbered and accompanied by captions. The position of a table or a

figure should be marked within the text (always **after** the place in the text where it is mentioned) by the same number as the table or figure itself. For example:

Table 2 about here

Do not indent the beginning of each paragraph. There should be no spacing between a title and/or a subtitle and the following text. Headings and subheadings should be written in bold. Please, do not number structural parts of the text.

Each reference in the list of references should be indicated in the text and *vice versa*, each reference mentioned in the text must be provided in the list of references.

It is not recommended to cite unpublished results and personal communication in the reference list, but it is possible to mention them in the article itself. If this is the case it should be indicated in brackets as “Unpublished results” or “personal communication”.

If a reference mentioned in the text has one author, you should cite it as follows:

Smith (2010) says that ...
Smith (2010) sagt, dass ...

OR

Research has shown that ... (Smith, 2010).
Forschungen haben gezeigt, dass ... (Smith, 2010).

If a reference mentioned in the text has two authors, you should cite it as follows:

Smith and Trevor (2010) say that ...
Smith und Trevor (2010) sagen, dass ...

OR

Research has shown that (Smith & Trevor, 2010).
Forschungen haben gezeigt, dass ... (Smith / Trevor, 2010).

If a reference mentioned in the text has three (up to five) authors, you should cite it as follows:

Smith, Trevor and Richards (2010) say that ...
Smith, Trevor und Rickards (2010) sagen, dass ...

OR

Research has shown that (Smith, Trevor, & Richards, 2010).
Forschungen haben gezeigt, dass ... (Smith / Trevor / Richards, 2010).

If a paper which you mention in the text is authored by 3 to 5 persons, list all authors when you mention this source for the first time. If the same paper is mentioned subsequently, then

write the surname of the first author followed by et al. in English or u.a. in German (do not use italic), and please pay attention to commas in the following examples:

1 When mentioning a reference for the first time:

Smith, Plenn, & Yu (2010) say that ...
Smith, Plenn und Yu (2010) sagen, dass ...

OR

Research has shown that ... (Smith, Plenn, & Yu, 2010).
Forschungen haben gezeigt, dass ... (Smith / Plenn / Yu, 2010).

2 When mentioning the same reference for the second and any subsequent time:

Smith et al. (2010) say that ...
Smith u.a. (2010) sagen, dass ...

OR

The same research has shown that ... (Smith et al., 2010).
Diese Forschung hat auch gezeigt, dass ... (Smith u.a., 2010).

If a paper you refer to is co-authored by six or more persons, write down the surname of the first author for the first and any subsequent time you mention this source followed by et al., or u.a. if your paper is in the German language, both if the source is referred to outside or inside the brackets.

However, in the reference list at the end of the paper always list **all** authors (**never** use et al. or u.a. or the like).

In direct citations use inverted commas and always write down the page:

Smith (2010, p. 120) says that "...".
Smith (2010: 120) sagt, dass ...

Research has shown that "... (Smith, 2010, p.120).
Forschungen haben gezeigt, dass "... (Smith, 2010: 120).

When mentioning sources from the web, write down the name of author/-s and the year (if you can find it):

Smith (2010) ...

If you cannot find the year, write down: n.d. (=no date) in the brackets. If your text is in German, write: o.J. (=ohne Jahresangabe).

Smith (n.d.) ...
Smith (o.J.) ...

WHEN COMPILING A REFERENCE LIST, PLEASE, ABIDE STRICTLY BY THE GUIDELINES THAT FOLLOW.

- 1 Do not number the references in the reference list.
- 2 The reference list should be in alphabetical order.
- 3 If more than one work of the same author/authors published in the same year is listed in the reference list, add a, b, c (both in the reference list and when mentioning the source in the text) – e.g. Smith says (2000a) that ...
- 4 If more than one work of the same author/authors published in different years is listed in the reference list, list them chronologically.
- 5 If a work that has been published in a journal and has only one author is listed in the reference list, it should be written as follows:

Smith, J. (2011). Use lowercase letter except for the initial one and where rules require it: If you use a semicolon in your title capitalise the first word that follows it. *Name of the Journal Is Written in Italic and Word are Capitalised According to the Official Name of the Journal*, 22(1), 51–59.

Thus:

Smith, J. (2011). How to write a scientific paper: What you must know. *Language for Specific Purposes in Applied Linguistics*, 22(1), 51–59.

For texts written in the German language:

Smith, J. (2011). Fachsprache: Wie lernt man sie. *Fachsprache an den Fakultäten und Hochschulen*, 22(1), 51–59.

- 6 If a work that has been published in a journal and has two or more authors is listed in the reference list, it should be written as follows:

Smith, J., & Heathcliff, J. (2011). Use lowercase letters except for the initial one and where rules require it: If you use a semicolon in your title capitalise the first word that follows it. *Name of the Journal Is Written in Italic and Word are Capitalised According to the Official Name of the Journal*, 22(1), 51–59.

Thus:

Smith, J., & Heathcliff, J. (2011). How to write a scientific paper: What you must

know. *Language for Specific Purposes in Applied Linguistics*, 22(1), 51–59.

For texts written in the German language:

Smith, J. / Heathcliff, J. (2011). Fachsprache: Wie lernt man sie. *Fachsprache an den Fakultäten und Hochschulen*, 22(1), 51–59.

7 If a book is listed in the reference list, then this source should be written as follows (authors are listed in the same way as when listing an article from a journal):

Smith, J., & Heathcliff, J. (2011). *Italicise the title of the book and use lowercase letters except for the initial one and where rules require it: If you use a semicolon in your title capitalise the first word that follows it.* Town: Publisher.

Thus:

Smith, J., & Heatcliff, J. (2011). *Language for specific purposes: Specifications and goals.* Zagreb: Association.

For texts written in the German language:

Smith, J. / Heathcliff, J. (2011). *Fachsprache: Wie lernt man sie.* Stadt: Herausgeber.

8 For other types of references, see the following:

a. Reference for part of a book:

Smith, J., & Rea, K. (2009). The structure of an article. In D. O. Pete & S. M. Trevor (Eds.), *Language for specific purposes* (pp. 112–150). Town: Publisher.

If your text is in German:

Smith, J. / Rea, K. (2009). The structure of an article. In: D. O. Pete und S. M. Trevor (Redakt.), *Language for specific purposes* (S. 112–150). Stadt: Herausgeber.

b. References from a web source (dictionaries, encyclopaedias):

Semantics (2010). *Croatian language portal online*. Retrieved on 2 February 2015 from <http://www.howtowriteanarticle.com>
(Write down the whole URL.)

If your text is in German:

Semantics (2010). *Croatian language portal online*. Abgerufen am 2. Februar 2015 unter: <http://www.howtowriteanarticle.com>

9 Authors are kindly asked not to use very old sources.

10 When using an abbreviation – when an abbreviation is used for the first time in the text, it should be preceded by a full term/name it stands for and it should be put into brackets. Subsequently only the abbreviation for this term/name may be used in further text.

Example:

... at the Faculty of Mechanical Engineering and Naval Architecture (FMENA)
Other research has also been done at FMENA ...

11 Use correct abbreviations for correct terms/names. Many people write, for example, *Federation of International Football Associations* when they refer to FIFA – however, the full name of FIFA is not in English at all, it is in French: *Fédération Internationale de Football Association*.

If your text is in German:

Use German abbreviations – for example, do not use DNA – it is an English abbreviation; use DNS (Deoxyribonukleinsäure). Sometimes there is no equivalent abbreviation in German of English originals – in such cases, do not use the English abbreviation:

Varianzanalyse (ANOVA) hat gezeigt, dass ...

12 Authors are kindly asked not to use footnotes.

13 Do not use graphical material from other sources.

14 Do not use a, b, c, ... in the text; use *Bullets and numbering*.

- 15 Two most frequently used statistical software packages – SPSS and Statistica for Windows – generate tables in English. If your text is in German, you should translate all pieces of text into German, for example:

sum of squares = Quadratsumme

chi-square = Chi-Quadrat

- 16 Both statistical packages – SPSS and Statistica for Windows – use decimal commas instead of decimal points (there are reasons for this). In your paper you should replace decimal commas with decimal points!

- 17 The statistical package SPSS generates tables (in Statistica for Windows omission of a zero before a decimal point occurs in some other cases) where a zero is omitted before decimal points. Please write a zero before a decimal point wherever necessary.

- 18 Percent values should be reduced to one decimal and a decimal comma should be replaced by a decimal point: (*generated by a statistical package*) 1,083442 > 1.083442 → 1.1

Note: In cases when percent values are given for all categories of a sample/subsample, the sum of percent values should be 100.

- 19 All statistics generated by a statistical package with five, six or even seven decimal places (p , r , R^2 , etc.) should be reduced to three: $p < 0.00223 \rightarrow p < 0.002$

- 20 Use lowercase p (no italic) to denote significance level.

- 21 Avoid using inverted commas except when rules demand it.

- 22 Always provide a space before and after a dash, e.g. 2010 – 2012. A dash is longer than a hyphen.

- 23 Never use spaces before or after hyphens, e.g.: language-related.

- 24 All tables and figures must be mentioned in the text:

... which is evident in Table 1.

OR

Subjects from the first group were better than those from the second group (Table 1) ...

- 25 All tables and figures must have captions:

Table 1. Results by categories.

Tabelle 1. Distributionsfrequenz

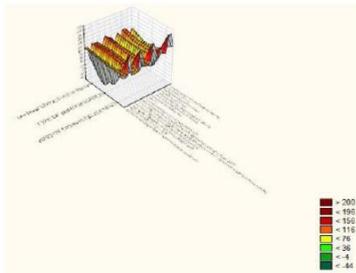


Figure 1. Result by categories.

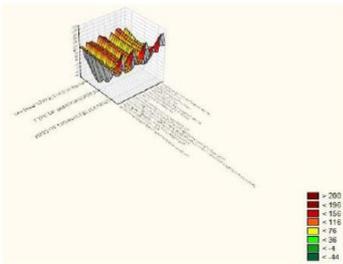


Abbildung 1. Distributionsfrequenzen.