



SUOMEN SOVELTAVAN KIELITIETEEN YHDISTYS
FINLÄNSKA FÖRENINGEN FÖR TILLÄMPAD SPRÅKVETENSKAP
ASSOCIATION FINLANDAISE DE LINGUISTIQUE APPLIQUÉE

Guidelines for writing an article in English

Manuscripts intended for the AFinLA Yearbook and AFinLA-teema are uploaded and peer reviewed on the OJS platform. To register as a user, authors should visit **<https://journal.fi/afinlavk>** (AFinLA Yearbook) or **<https://journal.fi/afinla>** (AFinLA-teema). Note that the addresses for the AFinLA Yearbook and AFinLA-teema are not the same. If an author has previously registered for the OJS platform (e.g., via the *Virittäjä* journal), the password and username remain the same.

The length of the article is approximately 4 000–8 000 words, including the abstract. References and appendices are not included in the word count. AFinLA's editorial board will not proofread the language of the abstract and the manuscript; the authors are responsible for language checks. Authors and guest editors of the publication are primarily responsible that articles are sent to the editorial board in correct format (according to the AFinLA style guide) and that they are in line with other articles in the publication.

The author(s) must ensure the anonymity of their manuscript intended for peer review. Author information, as well as file metadata must be removed from the manuscript, and all in-text citations to the author's previous research projects and publications must be written in a way that does not disclose the author's identity. In-text citations to works by the author should read Author 1, Author 2, etc. Likewise, the details of the author's cited publication(s) must be removed from the list of references. Before peer review, page numbers are added to the manuscript.

After peer review, the previously anonymized information must be added to the manuscript, and the page numbers should be removed.

1. Style and formatting

- File format: doc or docx (not pdf)
- Font: Times New Roman
- Font size: in body text and headings 12, examples 10, footnotes 8
- Styles: In the body text, use the style *Normal* (default in MS Word)
- Line spacing: in body text 1.5, in the abstract and examples 1; enter one empty line before and after each subheading
- Page setup:
 - o left and right margins are 3 cm, upper margin is 3.5 cm and lower margin 3 cm
 - o align left
 - o no hyphenation

- In AFinLA's publications, refer to individual articles as *articles* or *papers*. Articles consist of sections and subsections. Sections consist of paragraphs.
- Separate paragraphs with an empty line (no indentation)
- Page numbers are added to the first version submitted for peer review, but they are to be removed from the final version
- Headings:
 - The title of the article should be written in size 14 (Times New Roman).
 - The first word of the heading is capitalized, and in case of two-part headings, the first letter after a punctuation mark (e.g., colon or dash) is also capitalized.
 - After peer review, add the name(s) and affiliation(s) of the author(s) on top of the article title
 - Number subheadings (e.g., 1 Introduction; 2.1 Basic terminology; 5.2.1 The students' conceptions of x); avoid 4th level headings.
 - Do not bold or italicise any headings.

2. Highlights

- Article highlights briefly describe the central results/observations/new findings and help the reader to find your text.
- A heading (Highlights) is placed before the highlights.
- Highlights should consist of 3–4 bullet points, marked with a hyphen.
- Highlights are written in the language of the article.
- Highlights are placed at the beginning of the manuscript before the abstract. They do not replace the abstract.
- The form of a highlight is a short and clear sentence that ends in a full stop (approx. 100 characters including spacing). It is recommended that highlights are in present tense, however, other tenses can be used for justifiable reasons. Authors can view highlights and their formats in AFinLA's publications (Yearbook and teema) published after 2023.

3. Abstract in English

- Summarises the article.
- Maximum length: 150 words.
- Font size 10, line spacing 1.
- Should be followed by 2–4 descriptive keywords based on e.g. LLBA (Linguistics and Language Behaviour Abstracts Thesaurus), i.e., Keywords: word, word, word.
- The abstract should be placed after the highlights and before the body text and should have a heading (Abstract).
- Authors may add an extra abstract in articles dealing with minority languages. The heading ('Abstract') is translated to the additional abstract's language, and the abstract is placed in the end of the article, before references. Font size 10 and line spacing 1 are also used in additional abstracts.

4. Examples

- Long quotations and examples should be indented 1 cm from the left margin and separated from the text with empty lines before and after (no quotation marks).
- If the text contains examples of transcribed data, transcription conventions should be explained and the style followed consistently throughout the text. A description of the transcription conventions is added as an appendix.

- If data examples (e.g., answers to survey questions, student writing) have been edited or translated, this must be stated in the text and marked with [...].
- If the examples are numbered, they should be marked as follows (indented, number on the left):

(1) This is an example. Use font size 10, line spacing 1. The example is indented 1 cm from the left margin.

- Speakers' names/nominators added to the examples should be kept short.
- Numbered examples are referred to in the text as follows: As Example (4) shows...
- If the language of the examples is different from the language of the article, it is recommended to use examples in the original language. Please include translations of the examples and name the translator.
- For a justifiable reason, examples can also be presented in the text as translations, with the original examples included as an appendix.
- Primarily, both the original and the translation should be presented in the body text, however, other solutions may be possible and should be negotiated with the guest editors and the editorial board.
- The author(s) consider(s) (when needed, together with the guest editors), what is the most suitable way to present data.
- Transcriptions and other data examples are included in the manuscript as text. Examples that are complicated in terms of formatting should also be submitted as separate picture or PDF files.

5. Figures, Tables, Images and Appendices

- Figures, tables, images and appendices should be numbered as separate series (FIGURE 1, FIGURE 2, FIGURE 3..., TABLE 1, TABLE 2, TABLE 3... and APPENDIX 1, APPENDIX 2, APPENDIX 3...).
- Table titles (e.g., TABLE 1. Title.) are added above the table, and figure titles under the figure.
- Note that in the article, Figure/Table/Image/Appendix are written with a capital letter.
- The abbreviation "n" is written with a lowercase letter, e.g., ($n = 45$). When needed, the whole population is marked with the capital letter N.
- Figures/tables/images should be referred to in the text (e.g., See Table 2).
- Figures/tables/images should be understandable without reading the body text. Particular attention should be paid to choosing a font size that enables easy readability (minimum font size 8).
- The size and placement of figures/tables/images should be considered before sending the manuscript to peer review: how large are they, are they easily readable, and do they support the text? In the final article, a table should fit on one, maximum two, consecutive pages. Larger tables are added as appendices.
- Figures/tables/images are included in the body text. After peer review, they should also be submitted as clearly labelled, separate files in their original format for possible further processing. For instance, if a table is made with MS Excel, the original Excel file (which can be edited) is provided.
- Coloured backgrounds in Figures/tables/images should not be used unless it is necessary. Grayscale should be used for separating columns etc. whenever possible; lines or chequered designs may be used to distinguish between items.
- Colours may be used if it serves the readability of the figure/table/image.

- The author is responsible for obtaining the right to use copyrighted material.
- Figures/tables/images are referenced appropriately and if needed, copyright is mentioned.
- Before articles are sent to copyediting, alternative texts are added to the figures/tables/images as comments using the 'Insert comment' function of the text editor (e.g., MS Word). It is recommended to consider accessibility in other ways as well.

6. Italics

- Language samples, such as sentence examples, words, suffixes, phonemes etc. which are the object of analysis, should be italicised. (NB! Do not use quotation marks.)
- Terms in languages other than English (e.g., in parentheses) should be written in italics.
- Names of literary works, journals etc. may be written in italics in the body text; in this case quotation marks are not necessary. Do not italicize person names, unless they are the object of analysis.
- Formulas and variables are marked so that variables are italicised (Latin alphabet are italicised, Greek are not): ($\alpha = .81$), ($p = .064$), $U(n_{\text{beginning}} = 36, N_{\text{end}} = 30) = 322.00$, $Z = -1.997$, $p = .047$
- NB. Using italics as a form of emphasis is not recommended.

7. Quotation marks

- Quotation marks should be used for quoting only. For example, when quoting a segment from an interviewee's speech that is not analysed for language, quotation marks should be used.
- Quotation marks can also be used to show the author's/authors' attitude toward a particular phenomenon. In this case, the quotation marks are used to demonstrate that the utterance within the quotation marks is used in an atypical way. However, quotation marks should be used sparingly; using expressions such as *so-called* are more neutral ways of conveying the same meaning.
- Single quotation marks should be used when giving the meaning of a word: *merkitys* ('meaning')

8. Boldface

- Bold font may be used to highlight parts of italicised text.
- Bolding can also be used for other instances of emphasis, but it should be used sparingly.

9. In-text citations

- References within the body text should be formatted as follows: (Pettersen 1982), (Permer 1987: 50), (Bachman & Palmer 1997: 67–68). Note that page numbers are separated with an en-dash, not a hyphen.
- The recommended way of placing the references in the text is, e.g., For that purpose, Pettersen (1982) has developed a pattern which has been strongly criticized by Permer (1987: 50).
- When the cited publication has three or more authors, use et al.
- The year of publication and page number(s) should be separated by a colon, not a comma (Smith 2009: 123).

- If the year of the cited publication is significantly different from the original year of publication, the original year is marked in square brackets, e.g., Agricola 1987 [1544].
- When citing several authors on a topic, the citations should be separated with a semicolon (Schmidt 1999: 24; Gröndahl 2004: 14). Cited works are added in a chronological order. If there are several references from the same author, they can be separated with a comma, in the following manner: (Simonson 1978, 1999, 2001)
- When citing two sources published in the same year from authors who have the same last name, the authors are distinguished by using the initials of their first names, e.g., Ellis, N. 1993 and Ellis, R. 1993. The same can be done when referring to two different authors with the same name in the same paragraph.
- Always try to cite primary sources. However, when it is impossible or otherwise impractical, cite in the following manner: According to Carter (2001: 45), Greenbaum (1977) has used...
- In the running text, internet sources (i.e., websites) should be referred to with the name of the author or the organization and the year of publication (e.g., Institute for the Languages of Finland 2012), while the a link to the source, along with the date accessed are provided in the list of references.
- Endnotes and footnotes should be used sparingly.

10. Other important issues

- Articles based on empirical research must include a (short) notation about research ethics (consent to participate and other key issues). It is also important to mention if data has been given access to or loaned from another party.
- Use of generative AI: if generative AI has been used in the article writing process, a short, separate statement regarding its use must be submitted along with the article. If AI has been used as a method of analysis, it should be mentioned in the Methods section.

11. Examples of entries in Literature

Monograph

Hummel, K. 2014. *Introducing second language acquisition. Perspectives and practices*. Malden, MA: Wiley-Blackwell.

Journal article

Barley, R. & C. Barth 2013. The importance of familiarization when doing research with young children. *Ethnography and Education*, 9 (2), 182–195.
<https://doi.org/10.1080/17457823.2013.841552>

Kalaja, P. 2018. Monikielisyydestä subjektiivisesti koettuna: tutkittua vuosien varrelta. *Kieli, koulutus ja yhteiskunta*, 9 (1). <https://www.kieliverkosto.fi/fi/journals/kieli-koulutus-ja-yhteiskunta-maaliskuu-2018/monikielisyydesta-subjektiivisesti-koettuna-tutkittua-vuosien-varrelta>

Tarnanen, M. & S. Pöyhönen 2011. Maahanmuuttajien suomen kielen taidon riittävyys ja työllistymisen mahdollisuudet. *Puhe ja kieli*, 31 (4), 139–152.

✚ Note that journals that are published online only (such as *Apples – Journal of Applied Language Studies*) are referenced as printed journals. In these cases, the reference should also include the web address of the journal.

Book section

Chomsky, N. 1973. Linguistic theory. In J. W. Oller & J. C. Richards (Eds.) *Focus on the learner*. Rowley, MA: Newbury House, 29–35.

Jousmäki, H., L.M. Lehto, H.-M. Pienimäki & P. Iikkanen 2024. Language and spatiality in the study of migrants' integration into Finnish working life: Building bridges between applied linguistics and geography. In Kivilehto, M., L. Lahti, T. Pitkänen, E. Pitkäsalo & M. Tervola (Eds.) *Tutkimuksellisia siltoja rakentamassa. Vetenskapliga brobyggen. Building bridges through research*. AFinLA Yearbook 2024. Suomen soveltavan kielitieteen yhdistyksen julkaisuja n:o 81. Jyväskylä: Finnish Association of Applied Linguistics AFinLA, 78–103. <https://doi.org/10.30661/afinlavk.143429>

Mård-Miettinen, K., A. Palojärvi & Å. Palviainen 2015. Kaksikielisen pedagogiikan toteuttaminen päiväkodissa [Implementing bilingual pedagogy in preschool]. In J. Kalliokoski, K. Mård-Miettinen & T. Nikula (Eds.) *Kieli koulutuksen resurssina: vieraalla ja toisella kielellä oppimisen ja opetuksen näkökulmia* [Language as a resource in education: aspects of learning and teaching in a foreign and a second language]. AFinLA-e: soveltavan kielitieteen tutkimuksia 8. Jyväskylä: Finnish Association of Applied Linguistics AFinLA, 130–150. <https://journal.fi/afinla/article/view/53776>

✚ Note that online series (such as AFinLA-teema) should include a DOI, or a URL (without access date).

✚ In edited volumes, use (Ed.) or (Eds.).

Master's theses and doctoral dissertations

Månsus, J. 2006. *Processens problematik och problemens processer. En fallstudie om ett bibelöversättningsteams arbetsprocesser, översättningsproblem och strategier*. Master's thesis. University of Helsinki.

Ylämäki, A. 2017. *Arjen monet kielet – kielten merkitys maahanmuuttajataustaisille oppilaille*. Master's thesis. University of Jyväskylä. <http://urn.fi/URN:NBN:fi:jyu-201703241752>

Kunitz, S. 2013. *Group planning among L2 learners of Italian: a conversation analytic perspective*. University of Illinois at Urbana-Champaign. <http://hdl.handle.net/2142/45446>

Räisänen, T. 2013. *Professional communicative repertoires and trajectories of socialization into global working life*. Jyväskylä Studies in Humanities 216. Jyväskylä: University of Jyväskylä. <http://urn.fi/URN:ISBN:978-951-39-5470-3>

Lehtonen, H. 2015. *Tyylitellen. Nuorten kielelliset resurssit ja kielen sosiaalinen indeksisyys monietnisisessä Helsingissä*. Helsinki: University of Helsinki. <http://urn.fi/URN:ISBN:978-951-51-1333-7>

Publication with no specified author

Council of Europe 2001. *Common European framework of reference for languages. Learning, teaching, assessment*. Cambridge: Cambridge University Press.
http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf

OKM 2014. *Hyvän virkakielen toimintaohjelma*. Opetus- ja kulttuuriministeriön työryhmämuistioita ja selvityksiä 2014:2. Helsinki: Opetus- ja kulttuuriministeriö.

OPH 2014. *Perusopetuksen opetussuunnitelman perusteet 2014*. Helsinki: Opetushallitus.

Internet sources (i.e., publications other than scientific journals available online)

Institute for the Languages of Finland 2012. *What is language planning?* Helsinki: Institute for the Languages of Finland. http://www.kotus.fi/en/language_planning [Accessed December 5, 2014.]

Helsingin yliopisto 2014. *Miten puhutella? Puhuttelutapojen vaihtelu ja muutos-tutkimushanke*. [https://tuhat.helsinki.fi/portal/fi/projects/how-to-address-vari\(ef79f132-d6cb-465f-8035-8ce17702d6bf\).html](https://tuhat.helsinki.fi/portal/fi/projects/how-to-address-vari(ef79f132-d6cb-465f-8035-8ce17702d6bf).html) [Accessed 3 June 2017.]

Tilastokeskus 2014. *Väestörakenne 2013. Vuoden 2013 väkiluvun kasvusta vieraskielisten osuus 90 prosenttia*. http://www.tilastokeskus.fi/til/vaerak/2013/vaerak_2013_2014-03-21_tie_001_fi.html [Accessed 5 December 2014.]

📌 Please include the author(s)/organization, year of publication, name of the source (title), URL address and date of access.

Other sources

Cambridge Dictionary. <http://dictionary.cambridge.org/dictionary/english> [Accessed 1 February 2017.]

Oxford English Dictionaries. “Blockbuster”.
<http://oxforddictionaries.com/definition/english/blockbuster> [Accessed 10 June 2013.]

Constitution of Finland 731/1999. Suomen perustuslaki 731/1999.
<http://www.finlex.fi/en/laki/kaannokset/1999/en19990731>

Mason, W. 2017. The first woman to translate the ‘Odyssey’ into English. *New York Times Magazine* 2 Nov. 2017. <https://www.nytimes.com/2017/11/02/magazine/the-first-woman-to-translate-the-odyssey-into-english.html> [Accessed 9 Jan. 2018.] Thorne, S. L. 2016. *Learning in the wild and the rewilding of instructional practice*. Autumn Symposium of the

Finnish Association of Applied Linguistics, University of Tampere, 11–12 Nov. 2016.
Keynote.

Purra, R. 17.6.2022. Kesäohjelma 6-10-vuotiaille? [Facebook post].
<https://www.facebook.com/purrariikka/posts/pfbid0FvnBsAddjZPXgaeDE2XNH2ox7GCAfiWMrfXhvc1rC5Ui2ZacY32JwRfLGKtSoJrGl> [Accessed 14 February 2025.]

12. Literature

- Times New Roman, font size 12, no right alignment, no empty lines or paragraph spacing between references. Press Enter after each entry and do not add line breaks within an entry.
- The section is titled Literature.
- The following should be included in the reference entry:
 - o last name(s) of the author(s) and initial of first name(s), also hyphenated first names (e.g., Piitulainen, M.-L.)
 - o year of publication
 - o full name of the publication; for articles, include the name of the journal, volume, issue (if known) and page numbers. For edited works, include the name(s) of editor(s), name of the publication and page numbers of the article.
 - o titles of publications and names of edited volumes: the first word of the heading is capitalized, and in case of two-part headings, the first letter after a punctuation mark (e.g., colon or dash) is also capitalized. The names of journals are written in the same way as they are published.
 - o place of publication is added for those works where a physical location is mentioned. When relevant, include the abbreviation for the state. If there are multiple locations, mention only the first one.
 - o name of the publisher
 - o permanent address (e.g., DOI or URN) if the publication is available online; DOI in the format <https://doi.org/10.0000/0000>
 - o No line breaks are added in links.
 - o Deactivation of the links before lay-out is not required. Authors are responsible for the accuracy and functionality of the links!
 - o Date of access is added in the format [Accessed 22 August 2024.]: date of access is used when referring to websites or other sources that may be updated. Date of access is not used when a source has a permanent address (DOI, URN, etc.).
- References should be listed in alphabetical order according to last name.
- If an author's last name has an affix in the beginning (e.g., de Bot or van Lier), the reference is alphabetised according to the affix (e.g., van Lier's place is alphabetically in V).
- Articles and works by the same author during the same year should be listed in alphabetical order and distinguished from each other by adding a lowercase letter to the year of publishing (e.g. 1995a, 1995b).
- The titles of monographs, edited volumes and journals are italicised.
- The bibliographical details of edited volumes are to be placed within the article reference; they are not to be repeated as separate entries in the references.
- If there are three or more authors or editors, separate the names with a comma, and place an ampersand (&) between the last two names.
- There is a full stop at the end of each reference, except when the reference ends with a web address.

- Editors may request that writers translate the publication's name into the article's language.
- Web sources without a year are marked s.a. (sine anno).
- If social media posts (e.g. Facebook) are analysed in the article, all posts are marked in a separate list after the literature, in the following manner:
 - o Smith, J. 2020, July 13. First 20 words or title of the post [Facebook post].
Link [Accessed July 20, 2025.]