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

Manuscript guidelines for AFinLA publications (AFinLA Yearbook, AFinLA-teema) (Updated in autumn 2022)

Manuscripts intended for the Yearbook or AFinLA-teema are uploaded and peer-reviewed on the OJS platform. To register as a user, authors should visit https://journal.fi/afinlavk (yearbook) or https://journal.fi/afinla (AFinLA-teema). Note that the addresses for the 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 maximum length of the article is about 4 000−7 000 words, including the abstract. References and appendices are not included in the word count. Editors will not proofread the language of the abstract and the manuscript; the authors are responsible for having their language checked. Authors and editors of the publication are primarily responsible for sending the articles to the editorial board so that they are formatted according to the AFinLA style guide and are in keeping with the other articles of the publication in question.

The author(s) must ensure the anonymity of their manuscript intended for peer review. Author information must be removed from the file metadata, and all in-text citations to the author's previous research projects or 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. The author should add this information to the manuscript after peer review.

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: do not use styles
- Line spacing: in body text 1.5, in the abstract and examples 1; enter one empty line before and after each subheading
- Page setup:
  - left and right margins are 3 cm, upper margin is 3.5 cm and lower margin 3 cm
  - align left
  - no hyphenation
- In AFinLA's publications, refer to individual articles as *articles* or *papers* in English. Articles consist of sections and subsections. Sections consist of paragraphs.
- Paragraphs: separate paragraphs with an empty line (no indentation)

- Page numbers: page numbers are added to the first version submitted for review, but they are to be removed from the final version
- Headings:
  - The name of the article should be written in size 14 (Times New Roman).
  - After the peer review, add the name(s) of the author(s) and the affiliation(s) on top of the name of the article
  - 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.

Abstract in English

- Summarises the article.
- Maximum length: 150 words.
- 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 before the body text and should not have a heading of its own.
- Font size 10, line spacing 1.

Highlights

- Article highlights briefly describe the central results/observations/new findings and help the reader to find your text.
- Highlights should consist of 3-4 bullet points.
- 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, about 100 characters including spacing.

Examples

- Long quotations and examples should be indented by 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, the manner of transcription should be explained and the style followed consistently throughout the text.
- If the examples included from the data (i.e. answers to survey questions, student writing) have been edited or translated, this should be stated in the text.
- 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 has also been indented 1 cm from the left margin.

- If the language in the examples is different from the language of the article, we recommend using examples in the original language. When needed, a translation should be provided, and the translator should be named.

- The author(s) consider(s) (when needed, together with the editors), what is the most suitable way to present the data.
- Transcriptions and other data examples are included in the text. Particularly examples that are complicated in terms of formatting should also be submitted as separate picture or pdf files.

Figures, tables, appendices
- Figures and tables should be numbered as two separate series (FIGURE 1, FIGURE 2, FIGURE 3… and TABLE 1, TABLE 2, TABLE 3…).
- Title of a table (e.g. TABLE 1. Title.) is written above the table, and the title of a figure under the figure. 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 and tables should be referred to in the text (e.g. See Table 2).
- Tables and figures 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).
- Figures and tables are be 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.
- Coloured backgrounds in tables or figures 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.
- In figures, colours may be used, if this serves the readability of the figure.
- A written description of figures and other visuals such as graphs should also be submitted. Overall, it is recommended that you consider accessibility when constructing your manuscript.

Italics
- Language samples, such as sentence examples, words, suffixes, phonemes etc. which are the object of analysis, should be written in italics. (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 this case quotation marks are not necessary. Do not italicize person names, unless they are the object of analysis.
- NB. Using italics as a form of emphasis is not recommended.

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 quotations marks should be used when giving the meaning of a word: *merkitys* ('meaning')

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.

In-text citations

- References within text should be formatted as follows: (Petterson 1982) (Permer 1987: 50) (Bachman & Palmer 1997: 67–68). Note that page numbers are separated with a dash, not a hyphen.
- The recommended way of placing the references in the text is, e.g.: For that purpose, Petterson (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 names of the authors should be separated with a semicolon (Schmidt 1999: 24; Gröndahl 2004: 14). The names may be in chronological order or follow the order of importance. Any practice adopted should be used consistently. 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 and the authors 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 a piece of text.
- 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…
- When a citation concerns more than one sentences, add a full stop after the last sentence and another full stop inside the brackets. E.g.: xxxxx xxxx xxxxx. xxxxx xxxxx xxxxx. xxxxx xxxx xxx. (Lehtonen 1999: 24.); *zzzz zzzzzzzz. zzzzzzzzzz.* (See e.g. Paunonen 1995: 46.) If the citation concerns only one sentence, add only one full stop outside of the quotation marks. E.g.: xxx xxxxxxx xxxxx (Virtanen 1999: 24).
- 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 or the date of access (e.g. Institute for the Languages of Finland 2012), while the online address itself is provided in the list of references.
- Avoid using endnotes and footnotes.

List of references

- Times New Roman, font size 12, no right alignment, no empty lines or paragraph spacing between references
- The section is titled Literature.
- The following should be in included in the reference (see below for examples):
  - last name of the author(s) and initial of first name(s)
  - year of publication
  - 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.
  - place of publication as stated in the source, including the abbreviation for the state. If there are multiple locations, mention only the first one.
  - name of the publisher
  - permanent address (e.g. DOI or URN) if the publication is available online; DOI preferrably in the format https://doi.org/10.0000/0000.
- References should be listed in alphabetical order according to last name.
- If an author's last name begins with a lowercase letter (i.e. de Bot or van Lier), the reference should be alphabetised according to the first letter of the full last name (d, v). E.g. van Lier's place is alphabetically in L. In the reference list, write van Lier, L.
- Articles and works by the same author during the same year should also 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.

EXAMPLES

- Only the first letter of the titles of works should be capitalized. If a source has a two-part name and the parts of the title are separated by a colon or dash, the subtitle should begin with a lowercase letter. (See examples below.)

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

Bergroth-Koskinen, U.-M. & R. Seppälä 2012. Teacher-researchers exploring design-based research to develop learning designs in higher education language teaching. *Apples – Journal of Applied Language Studies, 6* (2), 95–112. http://apples.jyu.fi/article/abstract/196

➕ 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.

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.

Raudaskoski, P. 2013. From understanding to participation: a relational approach to embodied practices. In T. Keisanen, E. Kärkkäinen, M. Rauniomaa, P. Siitonen & M. Siromaa (eds) *Osallistumisen multimodaaliset diskurssit – Multimodal discourses of participation*. AFinLA Yearbook 2013. Jyväskylä: Finnish Association of Applied Linguistics AFinLA, 103–121.

➕ Note that online series (such as AFinLA-e) are referenced as printed publications. Please also include the url address (without access date).

Master's theses and doctoral dissertations

Kunitz, S. 2013. *Group planning among L2 learners of Italian: a conversation analytic perspective*. An unpublished doctoral dissertation. 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

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

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 5 Dec. 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 Feb. 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.