

## VAKKI Publication 2019 Guidelines for Contributors

Dear Contributors,

If you have given a plenary, section or workshop presentation at the XXXIX VAKKI Symposium, you are invited to submit a proposal for an article to be included in the upcoming VAKKI Publications volume entitled *Workplace communication II*.

Please submit your manuscripts as a file attachment (in **RTF, DOC or DOCX format**) to [publication@vakki.net](mailto:publication@vakki.net) by **May 6, 2019**. Please name the manuscript file by using the title of your paper (for example, metaphorsinscience.rtf). Manuscripts will be selected for publication through a double blind peer review process. Manuscripts **without research results or research plans** or manuscripts **that have already been published** will **NOT** be accepted. Please write your paper in the language you used in your presentation and follow these guidelines carefully to facilitate the publication process.

Please refer to the example of what the manuscript should look like on the final pages of these guidelines. A template in RTF format can be downloaded at [http://www.vakki.net/VAKKI2019\\_template.rtf](http://www.vakki.net/VAKKI2019_template.rtf).

### Guidelines

1. Please include your contact information, the title of the paper and institutional affiliation(s) in a separate document (e.g. `firstname_surname.rtf`). Since papers are peer-reviewed the paper itself should not refer to your name(s) or contain other identifying marks. Cite your own previous work(s) as you would cite the works of other authors.
2. Section paper manuscripts must not exceed 14 pages (including figures, tables, references and appendices). Plenary paper manuscripts must not exceed 20 pages (including figures, tables, references and appendices).
3. Please use **1.15** line spacing. The font should be set to Times New Roman (12 pt). Set the width of all margins (left, right, top and bottom) to 3 cm. Please use page numbering and place the numbers at the top of the page.
4. The first page of the manuscript must contain the title of the paper (18 pt font), the abstract (in English), and 3–5 keywords (in the same language as the article, in alphabetical order) characterizing the text. The article itself should also start on the first page. The font used in the abstract should be Times New Roman (10 pt), and the line spacing should be set to 1. The maximum length of the abstract is 15 lines.
5. Use numbered headings for different parts of the article, e.g. 1 Background and Aims, 2 Material, 3 Method etc. Headings in English should be capitalized.
6. Do not indent the first lines of paragraphs: leave a blank line between paragraphs instead. Do not use hyphenation at the end of lines. Turn off automatic hyphenation in your word processor.
7. Please mark direct quotations by using quotation marks. Direct quotations longer than 3 lines and all longer examples should be given as indented (1 cm) paragraphs (10 pt font, line spacing: 1). If you give examples, please number them consecutively: (1), (2), (3)...
8. Illustrations, graphics, tables, etc. should be included in the paper itself (i.e. do not send them separately as file attachments) and they should have titles. Please number all illustrations, graphics and tables etc. consecutively, and always refer to them in the text using the number in question.
9. Use italics or bold for emphasis; avoid underlining.
10. Use footnotes as little as possible (10 pt font, line spacing: 1). Do not use endnotes.

11. If you present examples that are in language(s) other than the article is written in, please provide your own translations of the examples and either place both language versions in the text or list the originals in an Appendix (at the end of the paper).
12. The referencing system used in VAKKI publications is based on **the Harvard/CBE system**. Please see the examples below for details.

**References in the text:**

Sihvonen (2016), in a paper on...

Villi (2012a: 620) states that...

Further exploration of this aspect may be found in many sources (e.g. Kangasharju, Sääntti & Piekkari 2010: 13; Aaltonen 2005: 190).

13. References at the end of the text (Works Cited) should be arranged alphabetically according to the author's name (10 pt font, line spacing: 1, indentation: hanging 1 cm). Italicize the titles of books as instructed below.

**Books:**

Bhatia, Vijay K. (2004). *Worlds of written discourse: A genre-based view*. London: Continuum.

**Articles in printed books:**

Nuopponen, Anita (2000). Satelliter och system – att integrera begreppssystem i terminologiarbetet. I: *I terminologins tjänst. Festskrift för Heribert Picht på 60-årsdagen*, 128–145. Red. Anita Nuopponen, Bertha Toft & Johan Myking. Vasa: Vasa universitet.

**Articles in journals:**

Stommel, Wyke, Trena M. Paulus & David P. Atkins (2017). “Here is the link”: Hyperlinking in service-focused chat interaction. *Journal of Pragmatics* 115, 56–67.

**If your article is in**

Finnish, use: Teoksessa/Toim./lainattu/Saatavilla

Swedish, use: I/Red./citerat/Tillgänglig

English, use: In/Ed./Eds/cited/Available at

German, use: In/Hrsg./zitiert/Abrufbar unter

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