Guidelines for research articles

<u>Short description & aim</u>
LingUU publishes articles written at Utrecht University. A research article aims to give readers a clear and concise presentation of the methodology and main results of an original research performed by the author(s). This normally coincides with an article based upon the author's (Bachelor's or Master's) thesis, but can also be a course paper. Theoretical studies are just as welcome as experimental studies. The article can also be a research proposal or a literature review. If one wants to submit a paper to LingUU that has grown out of a course taken and under the supervision of a staff member, we would kindly ask you to instruct them to first approach the researcher/teacher in question to check if they are ok with the paper being submitted to LingUU.

<u>Language & length</u>
Articles may be written in English or Dutch and cannot exceed a length of 4000 words, including the references in the text but without the reference list. Keep in mind that your article should be understandable for bachelor students. This means that you might have to add some definitions and explanations.

<u>Structure</u>
A complete manuscript consists of the following parts, in this order:
- Title
- Subtitle
- Name(s) of the author(s) and affiliations
- Programme for which you wrote the manuscript, and current occupation and location
- In case of a Dutch article: an English translation of the title
- English abstract (100-200 words)
- English keywords (max. 5)
- Main text (max. 4000 words, APA)
- Bibliography (APA)

Title
The title of the article should convey the article's main message. Ideally, it should consist of approximately 90 characters and should not exceed 150 characters including spaces. Make sure to include an English title if the article is written in Dutch.

Authors
The author's name and institutional affiliation(s) should be included as follows:
- First and last name plus the first letters of all the authors first names, e.g. A.B.C. (Arnold) de Vries;
- Department, University, city, country.

Abstract
The abstract should provide the context of the study and should state its purpose, basic procedures, main findings and principal conclusions. If possible, emphasise its new and imperative aspects or observations. The length of the abstract should be between 100 and

200 words. The abstract must be in English regardless of the language of the article.

Keywords
Provide a maximum of five keywords that capture the main topics of the article.

Main text
Make sure your text has a clear **introduction**, contextualises the theme in a **theoretical framework**, clearly describes the used **methods**, presents all the **results** and ends with a **conclusion** and suggestions for **further research**. A helpful guide for writing a research paper and the contents of each part can be found on the website of our library: http://libguides.library.uu.nl/c.php?g=254844&p=1699416

Acknowledgements
You can acknowledge your teacher's input (or input from others) in an acknowledgement and in footnotes.

Bibliography
Only papers directly related to the article should be cited; exhaustive lists should be avoided. All citations should be listed in the reference list, with the exception of personal communications and classical works. References in the text and in the reference list should be formatted strictly according to the *American Psychological Association* style (APA). For an overview of this citation style, see here https://owl.english.purdue.edu/owl/resource/949/01/. A tutorial can be found here: http://www.apastyle.org/

Pictures and Figures
Pictures and figures should be in medium or high resolution, and be uploaded separately on our website. If you need to upload more than four, please contact us. Please make sure that graphs and similar figures are well readable in black and white. If there is text in your graphs or figures, please make sure the font is Times New Roman. For syntax trees, please make them with TreeForm (https://sourceforge.net/projects/treeform/),use Times New Roman 12pts as font and export it in high resolution. Tables must be put in the article as text, not as separate images.

Formatting
- Please submit your article in a Microsoft Word document (.docx).
- Use the Times New Roman font, size 12, with double spacing. Use indentation to mark paragraphs.
- The title and subtitle of the article as well as paragraph headings within the article should be in **bold**.
- Sections must be numbered (if you include an introduction, this is section 1)
- Titles of books, periodicals etc., mentioned in the text should be *italicized*.
- Words or phrases cited as linguistic examples, words referred to as words, foreign words, introduction to technical terms and emphasis should be *italicized*. More information here: http://academicguides.waldenu.edu/writingcenter/apa/other/italics
- Quotations running no more than four lines should appear between "double

quotation" marks (double quotes within that text should be replaced by single quotes). Longer quotations should be set off from the text using white lines and indentation.
- Please do not put examples in tables but use examples with glosses instead. When using glosses please follow the Leipzig Glossing Rules which can be found here: https://www.eva.mpg.de/lingua/pdf/Glossing-Rules.pdf