

Guidelines for research articles

Short description & aim

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.

Language & length

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.

Structure

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)
- References (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 as a footnote on the first page.

References

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 with the submission form. If you need to upload more than four, please contact us via email. 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 (the introduction 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>

What do I need to consider when submitting a research article?

- A) If your research involved human subjects, you need to submit **proof of ethical approval** by the FEtC-H or, in the case of a guest submission, a comparable committee at their host institution. LingUU is committed to upholding the high standards of the Utrecht Institute of Linguistics OTS (UiL-OTS) and the Faculty Ethics assessment Committee Humanities (FEtC-H). Please note that if your submission involves research with human subjects, we cannot consider it for review before receiving proof of ethical approval.

Please note: You can find all information about the standards and application process on the website of the FEtC-H. Note that you must submit your application for ethical approval before you start collecting data. In exceptional cases, you might be able to receive positive post-hoc advice. However, post-hoc advice is rarely granted by the FEtC-H. Please refer to the pages of the FEtC-H for information on the application process. An overview of the steps can be found here: https://fetc-gw.wp.hum.uu.nl/wp-content/uploads/sites/336/2020/03/FETC-GW_Onderwijsbrochure_EN_final.pdf.

- B) If your research was conducted as part of a larger project, the Principle Investigator (PI) must grant you permission to submit your article by signing the **PI Agreement Form**.
- C) If you neither systematically tested human subjects nor conducted your project in a research group or existing project, you do not need to submit any additional forms.

Please note that you are required to submit proof of ethical approval and the PI Agreement Form if both A and B apply to your research.

If you are unsure about which forms to submit or whether the above restrictions apply to your submission, do not hesitate to contact us at [linguu.gw \[a\] uu.nl](mailto:linguu.gw@uu.nl).