Guidelines for research articles

Short description & aim
LingUU publishes articles by students studying at Utrecht University and other Dutch or non-Dutch universities. 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 it 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 in-text citations, but excluding 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), affiliations, and contact information
- Programme for which you wrote the manuscript, and current occupation and location
- In the 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)
- Additional Information
  - Funding statement
  - Data availability statement
  - Competing Interests Statement
  - Use of AI
- 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.
- Contact information (email address)

Abstract
The abstract should provide the context of the study and should state its purpose, basic procedures, main findings and principal conclusions. Emphasise the study's 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. If multiple authors worked on the paper, clarify author contributions.

Declarations

Funding statement. Regardless of whether you received funding for this study, briefly describe whether and how you received funding for this study. If there was no funding, briefly state this.

Data availability statement. We encourage you to share your research to a public repository and cite this data in your research. In this way, we strive for transparency and we contribute to open science. The data can be stored on a repository, such as OSF.

Competing Interests Statement. Describe here any possible conflicts of interest, or lack thereof. Researcher reflexivity should be described transparently and clearly.

Use of AI. Authors should not list a generative AI technology as a co-author or author of a submitted work. If you used written or visual content produced by or edited using generative AI technology, you are responsible for checking the accuracy of the content. You must also check that the IA-generated content is free from plagiarism. The use of a generative AI technology must be acknowledged in the acknowledgements section and should indicate the name, version, model, and source of the AI technology.

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 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 as .svg files with the submission form. You can convert pictures to .svg using this free online converting tool. 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 a 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).
- For the font, use Times New Roman, size 12.
- Sections must be numbered (the introduction is section 1).
- You may insert up to 5 heading levels into your manuscript (e.g.,: 3.2.2.1.2 Heading Title).
- Use indentation to mark paragraphs.
- 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. Please note that if your submission involves research with human subjects, we cannot consider it for review before receiving proof of ethical approval by the FEtC-H or, in the case of a guest submission, a comparable committee at their host institution. However, if it is not possible to obtain ethical approval, please provide a declaration in your paper in which you explain how you guaranteed the research was done ethically. For research done at the Faculty of Humanities at Utrecht University,

explain the following in your declaration:

1. No ethical approval was obtained from the FEtC-H since this committee generally does not review student research.
2. The context in which your research was done. This could be a course, internship, or thesis study. The FEtC-H reviews applications for internship and thesis studies, but usually not for course papers.
3. The Faculty's guidelines for student research were adhered to at all times. This means a teacher or supervisor oversaw the study, you used the student checklist provided by the FEtC-H (also possible to do this post-hoc), informed consent was provided, and so on. These guidelines can be found on their website.

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 website of the FEtC-H for information on the application process. An overview of the steps can be found here.

In the case of guest submissions by students outside of Utrecht University, submit proof of ethical approval from a comparable committee at your host institution. In case obtaining ethical approval is not possible, please check the guidelines at your host university and your faculty. Please ensure that you are able to guarantee that research was conducted ethically, keeping in mind at least the same guidelines as are in place at the Faculty of Humanities at Utrecht University. Refer to guidelines from your host faculty in your declaration.

B. If your research was conducted as part of a larger project, the Principal 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 <u>and</u> 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 *info*[at]*linguu.nl*.