

**1st International Conference on Corpus Analysis in Academic Discourse**  
**Guidelines for contributors**

1. Only original and previously unpublished articles will be considered for publication. Authors should refrain from submitting any work that is being reviewed simultaneously or pending publication in other forums.
2. Contributions should be written in English and not exceed 7,500 words in length, including annexes, tables and bibliographic references.
3. An abstract in English is required as well as a maximum of six key words.
4. Authors should send an electronic version of the final paper to [caad@upv.es](mailto:caad@upv.es). Please include the full name(s) of contributing author(s) and affiliation.
5. Upon receipt of the submission, the corresponding author will be notified by e-mail. The Editorial Board will then forward the paper to the Scientific Committee for evaluation.
6. The contributions accepted for publication are those that reflect scientific excellence (analytical rigor, sound methodology, significant findings, etc.). Only those manuscripts prepared according to the instructions below will be considered for review and publication.
7. Any contribution that fails to comply with the guidelines for contributors or the instructions for manuscript preparation will be rejected.

**Instructions for Manuscript Preparation**

1. The article should be typed in *Times New Roman*, with the following sizes throughout:
  - The body of the text: 12 pt, 1.5 spacing
  - Long quotations: Font 10, single spacing, indentation (2.5 both sides)
  - Notes: Font 10, single spacing, at the end of the text.
2. The title of the article should be capitalized, in bold letters and center aligned. In the electronic version, the name(s) of the author(s) should be added in capitals, font size 12pt, followed by author affiliation, address and e-mail all in lower case. Two spaces should be left under the title, and the rest should be right aligned.
3. Below this there should be the abstract, in italics, with single spacing. The key words should be inserted below the abstract(s).
4. References cited in the article should have the following format:
  - Author(s) and, between brackets, year of publication followed by a colon and the page number(s):  
[...] once again when Chomsky (1959:3)
  - References made to different authors are shown in chronological order, between brackets, and separated by a semi-colon:

(Bump, 1990; Beauvois, 1992; Wüster, 1995; Sullivan & Pratt, 1996)

5. Quotations of less than three lines are placed between inverted commas, in the main body of the text, and they should be preceded by the name of the author(s), year of publication and the page number(s):

Wüster (1995:35) "These specific guidelines and standards for creating citations was developed for numerous reasons".

6. For longer quotations (more than three lines), authors should indent (2.5cm on both sides), using font size 10pt with single spacing. There should be 1.5 spacing immediately before and after the quotation. The bibliographical reference should be included as shown below:

A genre comprises a class of communicative events, the members of which share a set of communicative purposes. These purposes are recognized by the expert members of the parent discourse community and thereby constitute the rationale for the genre. (Swales 1990:58)

7. If part of a quotation is to be omitted, three suspension points between square brackets will be used.
8. Use italics to highlight a word or words, or when a term is used in another language.
9. The text may be divided up into main sections and sub-sections, if required. In this case the following should be noted:
  - The main headings should be written in bold letters, capitalized with font size 12.
  - The sub-headings are also in bold letters, font size 12, but in lower case.
  - If further sub-sections are required, the headings should be written in small capitals (*VERSAL*) font size 12.

10. Bibliographical references are listed in alphabetical order and the second line is indented.

11. When referring to a book, the following format is required: surname, initials, year of publication in brackets, period. Name of book in italics, period. City/town, colon, publishers:

Chomsky, N. (1995). *Aspects of the Theory of Syntax*. Cambridge, Mass.: MIT Press.

12. When referring to articles in journals, the name of the article is placed between inverted commas and the name of the journal in italics. The volume and issue number are followed by a comma and a space, and lastly the page numbers of the article are indicated.

Hamilton, R.P. (2001). "The insignificance of learners' errors: a philosophical investigation of the interlanguage hypothesis". *Language & Communication* 21/3, 73-88.

13. In the case of making reference to a chapter in a book or an article which has various authors, the surname is followed by the initials, the year of publication is in brackets, the title of the chapter between inverted commas followed by 'in' and the initials and surname of the editor or editors of the book which should figure as (ed.) or (eds.) and the name of the book in italics. This precedes, as before, the town/city, colon, publishers, comma and lastly the page numbers of the article or chapter:

Hayes, J.R. & Flower, L.S. (1980). "Identifying the Organization of Writing Processes", in L. Gregg & E.R. Steinberg (eds.) *Cognitive Processes in Writing*. Hillsdale, New York: Lawrence Erlbaum, 3-30.

14. If reference must be made to several publications by the same author, the abovementioned guidelines also apply. The author's name and initials should be written for each reference, in chronological order.
15. Reference made to articles found on the Internet should include all information required for the abovementioned example. If it has been viewed or downloaded from an on-line journal, the name of the journal is written in italics, followed by its URL (no underlining or blue), and the date of access.

Herring, S. (1999). "Interactional coherence in CMC". *Journal of Computer Mediated Communication* 4/4. <http://www.ascusc.org/jcmc/vol4/issue4/herring.html> [retrieved: 1.3.2001]