

SELECTED PAPERS FROM THE 25th INTERNATIONAL SYMPOSIUM ON THEORETICAL AND APPLIED LINGUISTICS (ISTAL 25)

GUIDELINES TO CONTRIBUTORS

Submissions for ISTAL 25 should follow the guidelines below.
The guidelines hold for papers written in either Greek or English.

- (1) The article should not exceed 5,000 words, including footnotes, tables, references, pictures, and appendices.
Font: Calibri 12pt
Margins: top-bottom: 2.54cm, right-left 3.17cm
Line-spacing: 1.5
- (2) All submissions should contain the following items in the same order:
 - (a) title of the article (centered, bold, 12 pt);
 - (b) name(s) of the author(s) (centered, bold, 12 pt, after two blank lines);
 - (c) affiliation of the author(s) (centered, italics);
 - (d) e-mail address(es) of the author(s) (centered, italics);
 - (e) abstract in English (maximum 100 words, after two blank lines);
 - (f) 5-7 keywords.
- (3) The **first heading** of the article (after two blank lines) should be aligned on the left, appear in bold, carrying the relevant number (e.g. **1. Introduction**). The first paragraph after a heading should not be indented, while the following paragraphs are indented (1cm from the left margin). Bold letters are used only as section titles.
On their first occurrence, **abbreviations** should be given in parentheses after they have been fully explained; e.g. Modern Greek (MG).
- (4) Subheadings should appear in ***bold italics*** and are to be numbered consecutively (e.g. 2.1, 2.2). Three-level headings should be avoided but, if necessary, they should appear in *italics* (e.g. 2.1.1). Further lower-level headings are not accepted.
- (5) **Examples** should be numbered consecutively; the numbers of the examples should not be indented, while the examples are left-indented (1 cm from the number of the example):
 - (1a) John seems to me to be unhappy
 - (1b) It seems to me that John is unhappy
- (6) **Tables** and **Figures** should be labelled as *Table 1* or *Figure 1* (italics, Calibri, 12pt). Captions are positioned immediately before the table/figure and are not followed by a full-stop. Tables should be arranged in the form of a grid and be single-spaced. Tables and Figures should be included in the text and not at the end of the document or be part of a separate file.
- (7) **Footnotes** and not Endnotes (Calibri, 10 pt) should be kept to a minimum, single-spaced and appear at the end of the page.
- (8) **Punctuation**
 - (a) Quotation marks are signified by double inverted commas (“...”), rather than by single inverted commas (‘...’); the latter indicate non-standard use or reference to

a word, an expression, a suffix etc., as in the following quotation: “The writer is fond of using the word ‘climax’ to imply an additional sense of ...”.

- (b) Quotations longer than 3 lines (and longer excerpts) should be set off from the main text, with a blank line coming before and after the text and should be justified left and right (1 cm), with double quotation marks and with the appropriate in-text reference to the source.
- (c) Try not to underline or use bold letters for emphasis. *Italics* can indicate terminology, highlighting or emphasis.

(9) **In-text citations**

For in-text citations, all manuscripts should comply with APA 7th edition.

(10) **References / Βιβλιογραφία (for papers in Greek)**

- (a) The full bibliographical information of all in-text citations must be listed in the References at the end of the paper (whatever appears in the References must also be cited in the text too). The full bibliography must be listed **before the Appendices**. References should be single-spaced (i.e. 1 and not 1.5 line). **Font:** Calibri 12pt.
- (b) In References at the end of the paper, entries must be arranged first **alphabetically** by the author’s surname, and then chronologically (if several references to the same author are made). For those contributors who have references in both languages, Greek and English, alphabetical arrangement is based on the Greek alphabet: Α, Β, Γ/Σ, Δ/Τ, Ε, Ζζ, Η, Θ, Ι, Κ, Λ/Λ, Μ, Ν, Ξ, Ο, Π/Ρ, Ϙ, ϙ/Ρ, Σ/Σ, Τ, Υ, Φ, Υ, Ψ, Ω.
- (c) The doi number should be included to as many references as possible as it will ease indexing.
- (d) **References should follow the standards of APA 7th edition.**