

## Guide for Authors

The Board of Editors is pleased to invite you to publish your papers in our journal which is published twice a year (April and October). The following are terms and conditions of publishing with PAROLE Journal of Linguistics and Education:

1. The manuscript has not yet been published elsewhere, including in conference proceedings by giving a [written statement](#) from the contributor that the article sent does not contain plagiarism.
2. The full manuscript is written in good English (American or British usage is accepted, but not a mixture of these) and sent to the Board of Editors by online submission and review web site <http://ejournal.undip.ac.id/index.php/parole> or who have other circumstances that prevent online submission must contact the Editors prior to submission to discuss alternative options email: [parole@live.undip.ac.id](mailto:parole@live.undip.ac.id).
3. The manuscript typed in Times New Roman with MS Word, top and bottom margin 2.54 cm, left and right margin 1.91 cm, single spaced on quarto (size A4). The manuscript should be between 3,000 and 10,000 words in length, including references, and tables/ figures.
4. Structure of the manuscript consists of three parts: a) essential title page information; b) abstract and keywords; c) content of the article.

a. The essential title page information is:

- title (max 20 words) 18pt, no bold, Title Case, center;
- complete name (without academic title) 14pt, no bold, Capitalize Each Word, center;
- affiliation and address (present/permanent) 9pt, *italic*, no bold, center; and
- e-mail addresses in footnote 9pt (Calibri font).

b. Abstract and keywords

A concise and factual abstract is required (of between 100-200 words) 10pt. The abstract should state briefly the purpose of the research, the principal results and major conclusions. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s).

Immediately after the abstract, provide a maximum of 6 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). These keywords will be used for indexing purposes.

c. The manuscript Times 11pt contains:

- INTRODUCTION consisting of background of the study, problems/aims, review of literature or previous research, and theoretical framework (15-20% of the total article length);
- RESEARCH METHODS (for research-based articles) (10-15% of the total article length);
- RESULTS AND DISCUSSION presented in sub-headings (40-60% of the total article length);
- CONCLUSION AND SUGGESTION (optional) (5-10% of the total article length); and
- REFERENCES primarily taken from journals and in the last 10 years of publication (10-15% of the total article length).

5. Quotations should be integrated in the text, except for those exceeding 3 lines. Separate quotations should be formatted with Left Indent: 0.5 and Right Indent: 0.5, without quotation marks.
6. Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract is not included in section numbering). Use this numbering also for internal cross-referencing: do not just refer to 'the text'. Any subsection may be given a brief heading. Each heading should appear on its own separate line.

7. Tables are sequentially numbered with the table title and number above the table (11pt). Tables should be centered in the column OR on the page. Tables should be followed by a line space. Elements of a table should be single-spaced (9pt). However, double spacing can be used to show groupings of data or to separate parts within the table. Table headings should be horizontal in 9pt. Tables are referred in the text by the table number, e.g., Table 1. Do not show the vertical line in the table. There is only horizontal line should be shown in the table, as well as table heading. For example:

Table 1. This is a table. Tables should be placed in the main text near to the first time they are cited.

Title 1	Title 2	Title 3
entry 1	data	data
entry 2	data	data <sup>1</sup>

<sup>1</sup> Tables may have a footer.

8. Figures and charts are sequentially numbered commencing at 1, for example, with the figure/chart title and number below the figure/chart as shown in Figure 1/Chart 1. Detailed recommendations for figures and charts are as follows:
- Ensure that figures and charts are clear and legible with typed letterings.
  - Black & white or colored figures and charts are allowed.
  - If a figure or chart spans two columns, it should be placed at the bottom of a page.
9. The reference and citation should be APA (American Psychological Association) style. Please ensure that every reference cited in the text is also present in the reference list. The in-text citation for instance, (Levinson, 1987); ...Chomsky (2009); (Aronoff & Fudemen, 2011); ...Hariyono & Carthy (2008); Arifin et al. (2012); (Isnawati et al., 2015) and please hyperlink to references with bookmark. The References with hanging indent and align left, for instance,

#### Book – One Author

Aronsson, L. (2000). *The development of sustainable tourism*. London, England: Continuum.

#### Book – Two Authors

Cushing, C. E., & Allan, J. D. (2001). *Streams: Their ecology and life*. San Diego, CA: Academic Press.

#### Book – Three to Five Authors

Hayes, S. C., Stosahl, K. D., & Wilson, K. G. (1999). *Acceptance and commitment therapy*. New York, NY: Guilford Press.

#### Editor and no Author

Carlock, C. J. (Ed.). (1999). *Enhancing self-esteem* (3rd ed.). Philadelphia, PA: Accelerated Development.

#### Chapter or Section of a Book – with an author

Regulus, T. A. (1995). Gang violence. In R. L. Edwards (Ed.), *Encyclopedia of social work* (19th ed., Vol. 2, pp. 1045–1055). Washington, DC: National Association of Social Workers.

#### Chapter or Section of a Book – no author

Anderson, K. N., Anderson, L. E., & Glanze, W. D. (Eds.). (1994). Subcutaneous injection. In *Mosby's medical, nursing, and allied health dictionary* (4th ed., p. 1497). St. Louis, MO: Mosby.

#### Journal Article (Print)

~ If each issue of a volume begins on page 1 or you are unsure, then include the issue number in parenthesis after the volume number (e.g., 285(5)).

Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. *JAMA: Journal of the American Medical Association*, 285, 648–650.

### Journal Article from Publisher Web Site (article with no DOI)

~ Include print information, followed by the URL of the journal's homepage.

Koopman, W. J. (2001). Prospects for autoimmune disease: Research advances in rheumatoid arthritis. *JAMA: Journal of the American Medical Association*, 285, 648–650. Retrieved from <http://jama.ama-assn.org/>

### Full Text Article with Digital Object Identifier (DOI)

~ For more on a DOI, go to: <http://www.apastyle.org/learn/faqs/what-is-doi.aspx>

~ If authors number eight or more, use the first six names, then insert three ellipses, then the last author's name (See p. 184 in APA Publication Manual)

Yu, H., Zhou, Y.-J., Li, G.-X., Zhang, G.-H., Liu, H.-L., Yan, L.-P., . . . Tong, G.-Z. (2009). Further evidence for infection of pigs with human-like influenza viruses in China. *Virus Research*, 140, 85–90. doi:10.1016/j.virusres.2008.11.008

### Magazine Article

Kluger, J., & Dorfman, A. (2002, August 26). The challenges we face. *Time*, 160(9), 32–38.

### Newspaper Article – no author

~ If no author is present, use the title of the article in place of the author's name.

Rotor blades fail inspection. (2002, July 27). *Medicine Hat News*, p. A1.

### Brochure – Same Author and Publisher

~ When the author and publisher are identical use the word author as the publisher.

Travel Alberta. (2002). *Official Alberta vacation guide* [Brochure]. Edmonton, Canada: Author.

### Episode from a Television Series

~ Use writer and director in place of author, and producer in place of editor.

Dolinsky, M. (Writer), & Alexander, D. (Director). (1968). Plato's stepchildren [Television series episode]. In F. Freiberger (Producer), *Star Trek*. Los Angeles, CA: Paramount Pictures.

### Video

~ Provide the primary contributors such as producer and/or director.

~ If the video is in DVD or Blu-ray formats, you would use those terms in place of "Videotape."

Gillespie, M. (Producer), & Ashworth, S. (Director). (2000). *Faces of reality* [Videotape]. Edmonton, Canada: Alberta Alcohol and Drug Abuse Commission.

### Secondary Source

~ Cite only the secondary source in the reference list.

Eve, R. A., Horsfall, S., & Lee, M. E. (Eds.). (1997). *Chaos, complexity, and sociology*. London, England: Sage.

### A Review

~ In square brackets use the phrase —Review of the and the type of material reviewed (book, video, etc.).

If the article/review has a formal title, it will precede the bracketed text.

Osborne, R. E. (1998). [Review of the book *The fabric of self: A theory of ethics and emotions*, by D. Rothbard Margolis]. *Choice*, 36, 223.

### Corporate Report, Government

#### Author

~ If present, include publication or catalogue number in parenthesis after the title.

Health Canada. (2006). *Residential indoor air quality guideline: Formaldehyde* (HC Publication No. 4120). Retrieved from [http://www.hc-sc.gc.ca/ewh-semt/alt\\_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf](http://www.hc-sc.gc.ca/ewh-semt/alt_formats/hecs-sesc/pdf/pubs/air/formaldehyde-eng.pdf)

### **No Author or Editor**

~ Place the title in the author position.

*Merriam-Webster's collegiate dictionary* (10th ed.). (1993). Springfield, MA: Merriam-Webster.

### **Web Page**

~ Provide as many of the bibliographic elements as are available.

~ Include the complete Web address for the page of information (cut and paste the web address to ensure accuracy).

~ Be sure that the Web site hosting a document is the actual author; a Web site might be hosting the information for other organizations.

United Nurses of Alberta. (2009, June). *Fishing for facts on the nursing shortage?* Retrieved from <http://www.una.ab.ca/news/archive/pdfs/Wrong%20Way/redherring.pdf>

### **Wiki Entry**

~ The date of retrieval must be included when citing a wiki article.

APA style. (2009, October 15). In *Wikipedia: The free encyclopedia*. Retrieved October 20, 2009, from [http://en.wikipedia.org/wiki/APA\\_style](http://en.wikipedia.org/wiki/APA_style)

### **Video Blog (e.g., YouTube, etc.)**

~ Use the screen name that the author/poster has adopted. Nothing is italicized.

myredroom. (2007, June 10). Paul sings Nessun Dorma high quality video/sound widescreen 16:9 [Video file]. Retrieved from <http://www.youtube.com/watch?v=1k08yxu57NA>

### **Archived Documents (This includes archived letters, limited- circulation brochures, in-house produced documents, private collections, etc.)**

~ The presentation style and level of information will vary from source to source.

Vera Bracken Library. (2008, August). *New student's survival guide to Library Services*. [Brochure]. Medicine Hat College, Medicine Hat, Canada.

### **(Blog Post)**

Schroeder, S. (2009, October 5). Apple to Woolworths: Your New Logo Is Too Apple-y [Web log post]. Retrieved from <http://mashable.com/2009/10/05/apple-woolworths-logo/>

### **No Date**

Rosenthal, R. (n.d.). *Social research procedures*. Newbury Park, CA: Sage.

### **Personal Communication**

~ Do not list personal communications in the reference list.

~ Letters, transcripts, audio records, online public forums, etc. that are archived in archives, Internet, libraries, museums, etc. do need to be cited. Refer to Section 6.20 (p. 179) of the APA Publication Manual for details.

### **Short Quotation (less than 40 words)**

~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

### **Long Quotation (more than 40 words)**

~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

### **Quotation—no page numbers in the text**

~ Format your reference page entry according to the type of material you quoted from (i.e., book, journal article, Web site). Refer to the examples already listed.

