

## Author Guidelines

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 English 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, top and bottom margin 2.54 cm, left and right margin 1.91 cm, single spaced on quarto (size A4). The text is 7-15 pages in length, including references, and tables/figures with MS Word.
4. Structure of the manuscript consists of three parts: a) essential title page information; b) abstract and key words; c) content of the article.
  - a. The essential title page information is:
    - title (max 20 words) 18pt, no bold, Capitalize Each Word;
    - complete name (without academic title) 14pt, no bold, Capitalize Each Word;
    - affiliation and address (present/permanent) 9pt, *italic*, no bold; and
    - e-mail in footnote 10pt.
  - b. Abstract maximum length 100-200 words, and key words (3-6 words) 10pt.
  - c. The manuscript 11pt contains:
    - INTRODUCTION (without subheadings) focusing on state of the art indicating gaps of your research, your novelty, and purpose of the research (15-20% of the total article length);
    - 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 (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. Footnotes should be avoided if possible. Necessary footnotes should be denoted in the text by consecutive superscript letters. The footnotes should be typed single spaced, and in smaller type size (8pt), at the foot of the page in which they are mentioned, and separated from the main text by a short line extending at the foot of the column. The 'Els-footnote' style is available in this template for the text of the footnote.
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) left align. 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. If a table is too long to fit one page, the table number

include “continued” in the brackets and heading should be repeated on the next page before the table is continued. For example:

Table 1. Title of 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 Fig. 1/Chart 1. Fig. 1 and Chart 1 captions should be placed below each illustration, font Times New Roman 11pt, with single space before and after the paragraph. 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;
- Two narrow figures and charts may be placed side-by-side.

For example:



Fig. 1. Description of what is contained in the first panel

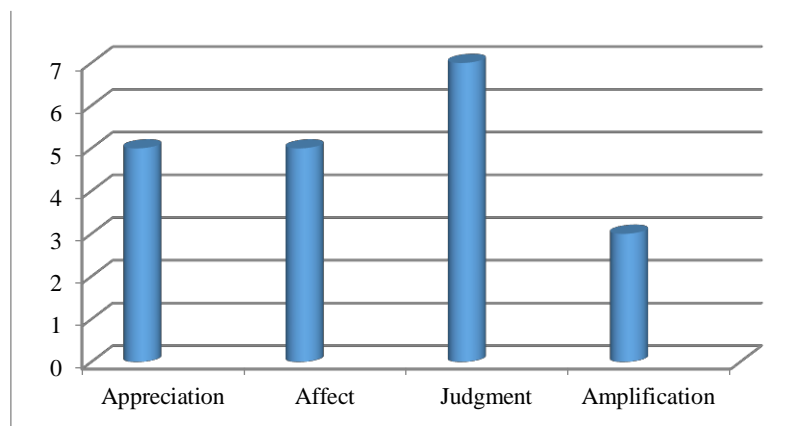


Chart 1. Distribution of the Appraisal Categories

9. The author of books/articles cited should be completed with year of publication. For instance, (Hayes et. al., 1999), (Cushing & Allan, 2001; Aronsson, 2000) and please hyperlink to references with bookmark.

10. References should be typed in alphabetical order in APA (American Psychological Association) style with Arabic numerals in square brackets. 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.

