Authors 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.

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) 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. 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.

<table>
<thead>
<tr>
<th>Title 1</th>
<th>Title 2</th>
<th>Title 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>entry 1</td>
<td>data</td>
<td>data</td>
</tr>
<tr>
<td>entry 2</td>
<td>data</td>
<td>data 1</td>
</tr>
</tbody>
</table>

1 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**

**Book – Two Authors**

**Book – Three to Five Authors**

**Editor and no Author**

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

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

**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)).
Parole is a Journal of Linguistics and Education published by Master Program in Linguistics Diponegoro University focusing on linguistics and education and or language teaching. The journal is intended to be a medium of sharing and presenting ideas and research findings for lecturers, reseachers, and those are interested in linguistics and education and or language teaching. In the beginning of the establishedment, in order to give more chances to those living in Semarang and Central Java, Master Program of Linguistics conducted a peer discussion led by Herudjati Purwoko, Ph.D (Undip) as the chairperson, and Dra. Sri Mulatsih, M.Hum as the secretary (Udinus). The discussion attended by the representatives of the higher education institutions in Semarang and Central Java.

Parole: Journal of Linguistics and Education was firstly published on October 1, 2010, named Parole: Jurnal Linguistik dan Edukasi, ISSN 2087-345X in print, then, on April 17, 2013, the Board of Editors applied for online ISSN, named Parole: Journal of Linguistics and Education. This is to make Parole accessed by both national and international writers and reviewers. According to our plan, this journal will be published twice a year in April and October. The Editors predict that this journal will be consumed by: linguists, experts in sociocultural studies, university lecturers in language teaching, students in linguistics, language teachers, journalists, and other professionals. Thus, as its name has it, the journal will publish papers in the study of linguistics and/or applied linguistics (or language teaching). The Parole: Journal of Linguistics and Education has been indexed and abstracted and displayed in Directory of Open Access Journal (DOAJ) (http://www.doaj.org), GOOGLE SCHOLAR (http://scholar.google.com), Indonesian Publication Index (IPI) (http://id.portalgaruda.org), EPRINTS UNDIP (http://eprints.undip.ac.id).

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