



## Guidelines

Articles should be **max. 8000 words** (references not included). Please send your manuscript as an MS Word attachment to the editors, [Bertie Kaal and Lise-Lotte Holmgreen](#). In the subject line of the e-mail, write 'CADAAD-first author's last name' (e.g. CADAAD-Johnson).

**Special Issue** proposals: Please send a detailed proposal to the Editors.

Before submitting your article or book review, please apply the respective guidelines:

### Article Submission Guidelines

#### GENERAL FORMATING

- Single spaced throughout
- Indent new paragraphs with tabs, no blank lines
- Avoid inserting empty paragraphs to format page layout, etc.
- Do not insert empty lines after section headings.
- 12 pt Times New Roman, 1.15 line spacing and 2.54 cm margins all round
- Include page *numbers only* as footer
- Maximum 8000 words, excl. the references section

We only accept contributions in MS Word (.doc or .docx). **No PDF**, please.

#### ARTICLE INFORMATION

Each article should contain the following items on a separate page:

- Title: Subtitle (please use short titles)
- Name(s) of the author(s)
- Author(s) affiliation(s) and email of corresponding author
- Abstract (no more than 200 words)
- Key words (no more than five key words separated by commas)
- Author's Declaration of Originality:  
"We/I the author(s) hereby certify that this paper is original and results from our/my own research. It does not infringe upon anyone's copyright nor does it violate any proprietary rights. It will not be submitted for publication elsewhere during the reviewing procedure."

#### STRUCTURE

Sections should be structured following the numerical system which means 1. or 1.1. or 1.1.1. Only sub-sections **up to the third level** are accepted (hence no 1.2.3.1).

## ENDNOTES

Please **do not use the footnotes or endnotes** function. Rather, include a separate section **Notes** preceding the Reference section and add the notes manually.

## FIGURES (INCL. TABLES AND IMAGES)

All figures should appear in the article and should be captioned and numbered consecutively throughout the article, with one line space above and below. Captions for Tables should be placed above the Table and Figure captions appear below the Figure.

## DATA PRESENTATION

When **presenting linguistic data** (e.g. letters, words, or phrases), please distinguish it from the body of your text with *italics*. Please use quotation marks when glossing or explaining the presented linguistic feature. For example:

The quantifier *many* means ‘a lot’.

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You may also set quoted sentences apart from the main body of the text by using **numbered examples, indented**, for example:

Consider the quantifier *many* and the expression *hit the target* in sentences (10) and (11):

(10) Not many arrows hit the target.

(11) Many arrows didn’t hit the target.

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When working with **non-Anglophone data**, please present the text in *italics* and provide its English translation in square-brackets:

John then said: *Je ne sais pas si je lui ai fais mal*. [I don’t know if I hurt her.]

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If you are presenting detailed transcripts (e.g. those used in a conversation-analytic framework), please **send a PDF of the transcript** and indicate in the text which file the copy-editor should insert (e.g. Insert Transcript 1 here). This will avoid any unwanted modifications of the transcripts while sending the file.

Please do not forget to add a section specifying the ‘Transcript Conventions’.

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## **QUOTATION AND IN-TEXT REFERENCING**

### PUNCTUATION

- **Short quotations** should appear in the main text in single quotation marks (e.g. ‘...’).
- **Quotations within quotations** take double quotation marks (e.g. “...”).

- **Quotations longer than 3 lines** should be indented in the text without quotation marks (use the appropriate style in the Word template). Don't add the reference after the quote but before it.
- Keep quotation marks before any other punctuation mark.

#### QUOTING SOURCES

Please follow the [APA7 Author-Date](#) style of referencing.

#### **APA quick guide to in-text referencing**

- *Author's name is given in brackets:* use commas between author and date. For example:

Metaphors are ideological in so far as they 'can contribute to a situation where they privilege one understanding of reality over others' (Chilton, 1996, p. 74).

- *Author's name is integrated into the text:* put the date (and page number) of the source in brackets after the author's name. For example:

According to Fowler (1991, p. 25), 'representation, in the press as in all other kinds of media and discourse, is a constructive practice'.

*More details of in-text author-date referencing below.*

- *Quoting from an Internet page:* put '[online]' instead of the page numbers. For example:

According to Pittman's discourse (2013, [online]), ...

- *Modify parts of the quote:* use square brackets to indicate modifications. For example:

'Extracts from Scarlett's diary [...] showed how [he ...] was left in the care of Lobo'. (Author, date: xx-xx)

- *Quote from a video:* write the time-span referred to in (minutes:seconds) and present the time between square brackets. For example:

(YouTube, 2017, [08:43])

#### **Details of APA in-text author-date referencing**

- *Single authors:*

(Baker, 2008; Wodak, 1996; Teo, 2000)

- *Multiple works by same author:*

Racism has been a focus of CDA (van Dijk, 1987, 1991, 1993).

- *Two authors* should appear with an **&** or **'and'** in between the names:

(Weinblum & Iglesias, 2013; Baker & Levon, 2016; etc.)

or

Weinblum and Iglesias (2013) point out that ...

- *More than 2 authors* should appear with 'et al.' after the first author's name:

(Baker et al., 2008; Frosh et al., 2001; etc.)

- *References quoted in another source* should appear with a colon between the two sources and they should be listed in the references section:

(Looker et al., 2007, as cited in O'Connor, 2010, p. 768)

#### THE REFERENCES SECTION APPEARS AT THE END OF YOUR PAPER

**Format:** Please use extra line spacing between the references (1.5) and indent each reference after the first line (hanging indent).

**Style:** Please follow the **APA 7** style of referencing. A short-list of style examples is available [here](#). Examples of how to reference textual, audio-visual and online sources can be found on [this webpage](#).

We encourage the addition of **DOI codes** at the end of the sources in the following format: <https://doi.org/10.1111/josl.12134>

*Computer software*, when referencing software, please use the following style:

Anthony, L. (2014). *AntConc (3.4.3)*. [Computer Software]. Tokyo: Waseda University.  
Available from: [www.laurenceanthony.net](http://www.laurenceanthony.net).

## Book Reviews Submission Guidelines

These guidelines are designed to help potential reviewers when writing their book reviews. If you have any additional questions, please do not hesitate to contact the book review editors: Alessia Tranchese and Helen Ringrow, at [cadaadreviews@gmail.com](mailto:cadaadreviews@gmail.com)

### Length and Format

- Deadlines will be agreed in advance on an individual basis, and will range from 3- 6 months. Please do contact us if you anticipate any delays.
- We ask for reviews to be between 1000-1200 words in length, although there is some flexibility here if required.
- Please send completed reviews in a Microsoft Word document, along with a short biography, on or before your deadline to [cadaadreviews@gmail.com](mailto:cadaadreviews@gmail.com).
- Minor edits may be made by the editors for stylistic purposes, but we will agree these with you before publication.

### Style

In terms of style and referencing, please look at the general guidelines for [articles](#). The point of the book review is to provide the reader with an insight into a new area and a sense of whether they would want to go on and read this book.

### Review Heading, References and Contact Information

You should include the following information in your review heading:

- **Book Title** [following house style guidelines, e.g. Surname, N. (year) Title. Place: Publisher]; **number of pages; ISBN; Price** [(pbk) (hbk) (e-book)].
- **Reviewed by:** (name and affiliation of reviewer and e-mail)

If, in your review, you refer to other studies and/or authors (in addition to the one that is being reviewed), please also include a **list of references** by respecting the same guidelines as for [articles](#).

### Tips

You may wish to consider, as appropriate, the following questions in your review:

- Who is this book written for and who might find it of interest? You might address different levels of readers (e.g. suitability for students?) in addition to those from different disciplines and sub-disciplines.
- What is the aim or focus of this book?
- What does this book tell us which is new? How does it advance the existing field?
- What kind of approach does this book take to the topic/the data?
- What are the strengths of the book?
- Are there any weaknesses? (Of course, do remember to be fair and constructive in your comments!)

Please avoid chapter-by-chapter narratives and descriptive summaries of the content. Readers can often find that information for themselves without reading your review (and we will provide a link from your review to the book page so they can find out this information about the content). Instead, think about which information would be engaging for CADAAD readers.