



**Title of the Article: Capitals for the First Letters of Content Words; Centralized, Bold, Times New Roman Font 11**

First author's full name

author's affiliation

email (Centered)

Second author's full name (if any),

author's affiliation

email

Times New Roman font 11 (Centered)

**Corresponding email:** Times New Roman font 11 (Centered)

### **Abstract**

The abstract should be concise, factual, and state briefly the purpose of the research, the principal results, and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided. Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

The abstract must be in Times New Roman

Font 11, single spacing. The abstract is between 200-250 words or 8-16 lines.

Keywords: put two to five keywords separated by a semi-colon and listed in alphabetical order.

### **Introduction,**

1. It consists of 500-1000 words, 10% of the entire paper.
2. Part 1: State the topic of the study.
3. Part 2: Explain the academic and practical importance.
4. Part 3: Summarize and cite the most important previous studies.

5. Part 4: Indicate the most critical gaps, inconsistencies, and controversies in the literature that study addresses along with the main contribution.
6. Part 5: Provide a clear indication of the core research problem, research objectives, context, and units of analysis.
7. Provide an outline of the structure of the rest of the article

**Research Methodology,**

1. Use past tense.
2. It consists of 500 – 1000 words.
3. Readers should be able to repeat the work.
4. It consists of sampling, data collection, and data analysis.
5. Justify why each one of your methodological choices is appropriate and scientifically sound.
6. Sampling: target population, research context, units of analysis, respondent demographic and behavioral profile, sampling method (disadvantages for generalizability, target sample size and how to determine, realized sample size, response rate, number of questionnaires and why this is not that.

**Findings and Discussion,****Findings**

1. State main findings not all findings
2. It consists of 1000-1500 words
3. Highlight unexpected findings or those different from previous publications
4. Use illustrations. Let figures and tables do the work instead of words (self-explained)
5. Avoid bar and line graphs
6. Use color ONLY when necessary
7. Sufficient details to show which statistical analyses are used to justify the conclusion
8. Ideally, it has 3-5 tables and 1-2 figures in articles
9. Readers should not need to look at the tables and figures to be able to follow the discussion
10. All findings should be interpreted not left for the reader to figure it out from tables and figures
11. Do not paste tables from statistics applications

**Discussion**

1. It consists of 1000-1500 words.
2. Do not make statements that go beyond what the results can support.
3. Do not suddenly introduce new terms and ideas.
4. Do not change the discussion to review of the literature.
5. Use critical thinking.
6. Part1: restate study's primary purpose and its contribution to show the importance along with summarizing the findings regarding objectives/hypotheses.
7. Part2: Relate findings to the literature.
8. Part3: Provide possible explanations for your findings along with similarities and differences between your findings and other researchers' findings.

**Conclusion and Suggestion**

1. Do not summarize a paper as an abstract.
2. Avoid judgments about the impact. Leave it for others.

3. Discuss implications, limitations, and opportunities for future research.

The whole body of the text, the titles of the sections, and the titles of the subsections must be in Times New Roman 11, 1.5 spacing. For highlighted parts, it is recommended to use *italics*. However, authors may also use **bold** or underline as necessary.

All paragraphs must start with a tab stop 1.25 cm (i.e. press <TAB>). The paragraphs must always be justified. The pages must **NOT** be numbered. The total number of words (excluding the references) is between 2500 to 3000 words or maximum 7 pages.

### 1.1 Quoting not more than three lines

For an in-text citation, i.e. not more than three lines, the following model must be used. Tono (2001: 161) states that when dictionary users are presented with several definitions, they tend to choose the first definition. For direct quotations, the text must be between quotation marks.

### 1.2 Quoting more than three lines

Quotations longer than three lines must be 1 cm from the left, Times New Roman Font 10, single spacing, as the following example. Hartmann and James (2002: 1) define an abbreviation as follows:

A shortened form of a word, phrase or term which represents its full form. Abbreviations can be subdivided into 'clippings' (*vet* for *veterinary surgeon*), 'contractions' (*don't* for *do not*), 'acronyms' (*EURALEX* for *European Association for Lexicography*), 'initialisms',

#### *Guidelines for Article Submission*

'aerophones' or 'alphabetisms' (*DRC* for *Dictionary Research Centre*, *VIP* for *very important person*) and 'blends' (*brunch* for *breakfast/lunch*).

## 2. Graphics, tables and illustrations

The graphics, tables and illustrations must appear centralized and their legend must be **above** them. They also must be numbered. The title of the legend must be in Times New Roman font 11, in **bold**. The text must be also in Times New Roman font 10. The first row of a table can be made in **bold**, if necessary. See Table 1, as an example.

**Table 1:** This is an example

<b>Data</b>	<b>Data</b>	<b>Data</b>
Xxxxx	Xxxx	Xxxx
Xxxxx	Xxxxxxx	Xxxxxxx

## References

The references must be in alphabetical order. The next line is with a hanging indent of 1.25.

### (Books)

Last name, First name initial. Year of publication. *Name of the book in italics, even after the colon.*  
City of publication: Publisher.

Brown, J.D. (1995). *The elements of language curriculum: A systematic approach to program development.* Boston: Heinle & Heinle Publisher

### **(Chapters from books)**

Last name, First name initial. Year of publication. Title of the chapter with no highlighting. In Last name, First name initial (ed.). *Title of the book in italics.* City of publication: Publisher, page numbers.

Hanks, P. (2006). Definition. In Brown, K (ed.). *Encyclopedia of language and linguistics.* Amsterdam: Elsevier, 399–402.

### **(Articles from journals)**

Last name, First name initial. Year of publication. Title of the article with no highlighting. *Name of the journal in italics,* Volume(issue), page numbers.

Kwary, D. A. (2012). Adaptive hypermedia and user-oriented data for online dictionaries: A case study on an English dictionary of finance for Indonesian students. *International Journal of Lexicography*, 25(1), 30-49.

### **(Conference proceedings)**

Last name, First name initial. Year of publication. Title of the article with no highlighting. *Title of proceedings or Title of conference in italics.* City: Organizer, page numbers.

Lew, R. 2011. User studies: Opportunities and limitations. *Lexicography: Theoretical and practical perspectives.* Kyoto: Asian Association for Lexicography, 7-16.

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### **(Webpages)**

*Webpage title in italics.* Available at webpage address. (Accessed date).

*The Oxford English Dictionary.* Available at  
<http://oxforddictionaries.com/words/the-oxford-english-dictionary>. (Accessed 27 January 2013).

### **(Dictionaries)**

*Title in italics, edition.* Year of publication. City of publication: Publisher.  
*Kamus Besar Bahasa Indonesia, 4th ed.* (2008). Jakarta: Gramedia Pustaka Utama.