

## ARTICLE SUBMISSION GUIDELINES

The guidelines for the editors, authors and reviewers are based on the COPE Code of Conduct for Journal Editors (please, see [Core practices | COPE: Committee on Publication Ethics](#)).

The editorial board ensures a blind review policy. All articles are accessed by two experts in the field. The editors take the final decision whether to accept or reject the article on the basis of the reviewers' recommendation.

Articles having positive reviews will be published in the conference *Language for International Communication. Trans-Cultural Ecosystems: Language, Culture, and Literature* proceedings. Selected articles on the English language, literature and culture will be published in the *Baltic Journal of English Language, Literature and Culture*: (please, see: [About the Journal | Baltic Journal of English Language, Literature and Culture \(lu.lv\)](#)).

Authors should ensure that the article does not contain any material published previously (except for an abstract or a thesis), and it is not under consideration for publication elsewhere. The submitting author is responsible for ensuring that all co-authors have been equally involved in the preparation of the article, as well as listed in the article, and that all co-authors have approved the article. The submitting author is responsible for the article during the reviewing process.

To facilitate the peer reviewing process, it is essential that the contributors adhere to the article guidelines presented below. The editorial board reserves the right to reject the articles that do not meet these requirements.

When submitting the article for reviewing, no information that identifies the author(s) should be included in the article. The contributors are requested not to write: 'We concluded that ... (Ozols and Brown, 2011).', but rather 'According to Ozols and Brown (2011), ...'.

**Format:** Microsoft Word compatible with Microsoft Office 2010 or newer.

**Length:** from 20 000 to 35 000 characters with spaces (i.e. including the translated Abstract for the articles in other languages than in English, references and appendices).

**Submission:** 2 electronic copies should be submitted, i.e. one full copy and one blind copy (a copy without the information about the author(s)).

**Full copy:** Surname\_name\_1 (add numbers to show the number of the version), the date of submission and the theme. For example, the first version will be named,

e.g. Kalnina\_Viola\_1\_full copy\_March 1\_Corpus studies in LSP

If there are two authors then use 'and',

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See the previous volumes of the conference proceedings: *Language for International Communication: Linking Interdisciplinary Perspectives: Language for Specific Purposes in the Era of Multilingualism and Technologies* (Volume 4)

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**Document margins:** 2.0 cm for top, bottom and right margins; 3.0 cm for left margin

**Font and spacing for the article:** Times New Roman, single spacing

**Title:** centred, upper case, bold, 16 point (no underlining)

**Author(s):**

- Name(s) Surname, Name(s) Surname and Name(s) Surname (centred, upper case, bold, 12 point)
- Institution, Country (centred, sentence case, 11 point)

**Abstract in English:** The heading **Abstract** (bold, aligned left, followed by a full stop) is written on the same line as the first sentence. The text (aligned left, 11 point).

It should not be longer than 200 words (e.g. in 1-2 sentences summarising introduction, methods, results, conclusions; without references, quotations or other detailed information).

**Key words:** The heading Key words (11 point, bold, aligned left) is followed by a colon, listing 5-7 key words, with no full stop at the end, e.g.,

**Key words:** discourse analysis, letter writing, enquiry letters, ESP, tertiary level

**Headings:** Use headings (12 point, upper case, aligned left) where appropriate, e.g., INTRODUCTION, THEORETICAL BACKGROUND, METHODS AND MATERIALS, RESULTS AND DISCUSSION, CONCLUSIONS, REFERENCES, APPENDIX 1. Do not number these and other first-level headings.

**Main text:** 12 point, justified, 1.0 cm indents, except for the first line after the title and headings, no extra space between paragraphs.

- Italics are used to indicate terms or the titles of books (the titles of books are not put in inverted commas).
- Abbreviations are introduced in parentheses following the full word or long title at first mention and used thereafter.
- When giving examples outside of parentheses, please, use the full form 'for example'.
- For date and number ranges, please use hyphens, e.g., 151-165 or 5 October 2019-25 November 2019.
- Do not use headers or footers (e.g. do not use footnotes)

**Analysed texts and sample sentences:** In order to cite the analysed texts, acronyms may be used, e.g., (T1, T2 or A1, A2), but the acronym has to be introduced first, e.g., 'Thirty articles (henceforth As) were chosen for analysis. The volume of A1 and A2 was...'.

- All sample sentences are introduced first, e.g., As shown in Example 1 (henceforth E1), the link verbs were used most frequently (15 instances out of 30) in the present simple tense:  
[1] She's a very charming and pretty girl. [A1]
- The whole sample is not italicised. Italics are used to highlight key words in samples.

**Figures and tables:** Do not just copy and paste from Excel, but rather make sure the charts are well configured within the main text. Figures and tables are separated from the main text with an extra line before and after.

- Each figure and table should have a caption (11 point, aligned left) consisting of the indication Table or Figure as well as an Arabic number (both in italic) and a title (in bold), e.g., *Figure 1* **Sample of an essay**.
- Captions of tables are written above, whereas the captions of figures are written below

- the data.
- Text within tables is written in 11 point.

**Photographs:** We reserve the right to omit photographs.

**References:** The heading REFERENCES (12 point, upper case, aligned left) follows the main text and precedes the list of sources used (11 point, aligned left with a hanging indent). (See more below Referencing.)

**Appendices** (if any): The heading APPENDIX 1 (12 point, upper case, aligned left) is followed by the title of the appendix, e.g., APPENDIX 1 QUESTIONNAIRE. Appendix text: 11 point, aligned left.

**Acknowledgements** (e.g., for financial support): The heading ACKNOWLEDGEMENTS (12 point, upper case, aligned left) is followed by the text 11 point, aligned left.

**Author information:** 1-2 sentences about the author(s) at the end of the document (11 point, aligned left).

- name surname (bold), scientific degree(s) and position in parentheses, affiliation, country, research field(s), ORCID ID, email address, e.g.,

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## Referencing

- **Quotations** are put in single inverted commas ('...'). Double quotes are used only for quotes within quotes.
- Put a full stop after the quotation marks or parentheses, e.g. 'The study of "speaker meaning" is called pragmatics' (Yule, 1996: 3).
- **Long quotations** (3 and more lines) are displayed, i.e. indented from the left side, leaving one extra line before and after the quote.
- **In-text citations:** Use parentheses for in-text citations (e.g. Brown, [1991] 2002: 5; White, 2005a: 8-10; White, 2005b: 8). Arrange them in chronological sequence.
- If you quote and paraphrase, indicate page numbers.
- If the authors' names are written in non-Latin script, they are transliterated in Latin/Roman characters, e.g. Barmina and Verhovskaya (2000).
- Initials are used only when two authors have the same surname, e.g. M. Kalniņa and Š. Kalniņa, e.g. (Kalniņa, M. and Kalniņa, Š., 2008).
- Unknown publishing date is shown by (n. d.), e.g. (Brown, n. d.: 5).
- Initials require spaces between elements in the References, e.g. R. R. Jordan (ed.).
- Long dictionary titles are abbreviated in in-text citations; the abbreviation is italicised, e.g. (*LDELC*, 1992). Also, full titles are italicised, e.g. (*Oxford Dictionary*, 2013: Online).
- One work in another, e.g. (Brown, 1906, cited by White, 2004: 7).
- To refer to an **Internet source without the author and the title**, *Online* should be written, e.g. (Online 1). In the reference list, such Internet sources are mentioned in order of appearance in the text: e.g. A number of research studies have been conducted into the effect of motivation on language acquisition (Online 1).

- If there are more than three authors, all their surnames should appear when a reference to the publication is made for the first time in the text. Afterwards, only the first author should be mentioned followed by *et al.*, e.g. (Waters et al., 1999). All the authors should be named in the reference list.
- Foreign-language titles (italicised) are translated in English in square brackets.
- The name of the translator is indicated in parentheses, e.g. after the title in the references (trans. C. Mauron) or after the quotation (Brown, 2002: 3; trans. mine).
- Personal communications, articles in preparation and other unpublished data are not cited in the reference list but may be mentioned in the text in parentheses.
- The use of Artificial Intelligence (AI) is always cited in the article.  
AI generated text: *Title*. Year. Place of publication: Publisher. Software: Platform.  
An in-text citation: (OpenAI, 2023)  
References: *ChatGPT* (2023) San Francisco: OpenAI. ChatGPT: Microsoft Windows.

Sources are indicated according to the following format:

## REFERENCES

- Brown, B. (1994) Reading for research. *Journal of Education*, 1 (1): 21-4.
- Brown, B. (2003) *Research*. London: University of London. Available from <http://www.oup.com/elt/global/> [Accessed on 2 January 2022].
- Celce-Murcia, M. (ed.), (2001) *Teaching English as a Second or Foreign Language*. Boston: Heinle and Heinle.
- Coady, J. (1979) A psycholinguistic model of the ESL reader. In R. Mackay, B. Barkman and R. R. Jordan (eds.) *Teaching Reading Skills* (pp. 219-223). London: Longman.
- Dowman, J. and Shephard, J. (2002) *Teaching English as a Foreign Language*. London: Hodder and Staughton.
- Klingon, J. (2002) Starfleet command. *Star Trek News*, Friday, 3rd October: 27.
- Maglie, R. B. and Centonze, L. (forthcoming in 2024) Reframing language, disrupting aging: a corpus-assisted multimodal critical discourse study. *Working with Older People*, 25 (3): 253-264. Available from <https://doi.org/10.1108/WWOP-06-2021-0032> [Accessed on 20 September 2021].
- Paklons, J. (1980) *Tulkošanas vēstures un teorijas jautājumi* [Questions of Translation History and Theory]. Daugavpils: Daugavpils Pedagoģiskais institūts.

## DICTIONARIES

[LDEL] *Longman Dictionary of English Language and Culture* (1992) Essex: Longman.

## INTERNET SOURCES

[Online 1] Available from <http://www.oup.com/elt/global/> [Accessed on 2 January 2023].

[Online 2] ...

## TOOLS

[GloWbE] Davies, M. (2013) *Corpus of Global Web-based English: 1.9 Billion Words from Speakers in 20 Countries*. Available from <https://www.englishcorpora.org/glowbe/> [Last accessed on 25 July 2023].

[Open AI] *ChatGPT* (2023) San Francisco: OpenAI. ChatGPT: Microsoft Windows.

## TEXTS ANALYSED

[T 1] Elliot, L. (2019) George Soros: China is using tech advances to repress its people. *The Guardian*, 24 January. Available from

<https://www.theguardian.com/business/2019/jan/24/george-soros-china-using-tech-advances-to-repress-its-people> [Accessed on 12 February 2023].