

# SUBMISSION GUIDELINES

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## I. Editorial focus and contributions

- I.1. *Ibérica* publishes research articles, research notes, interviews and reviews and is aimed at teachers, scholars and researchers interested in modern languages as applied to academic and professional purposes (LSP). *Ibérica* is an open access journal available twice a year per semester: April to September (Spring volume) and October to March (Fall volume).
- I.2. Those manuscripts that report original research outcomes pertaining to LSP and further existing studies in this field shall be considered for publication as research articles or research notes. More particularly, manuscripts whose content matches the following criteria: the presentation and analysis of new and empirical data as regards specialised language and the methodology thereof, the putting into practice of new research methods, or the revision and development of specialised language teaching and learning theories.
- I.3. Dialogues relevant for the academia with an internationally renowned scholar in the field of LSP shall be considered for publication as interviews.
- I.4. Reviews of scholarly publications (research books, textbooks and multimedia software) pertaining to LSP and published at least two years prior to the potential publication date of the review shall be considered for publication as reviews. Journals or conference proceedings shall not be subject to reviewing.
- I.5. *Ibérica* publishes original and unpublished works that conform to these submission guidelines. Those manuscripts that have been submitted wholly or partially for publication in any other type of treatise, be it either printed (journal, book, conference proceedings, etc.), or electronic (online publication, blog, institutional repository, electronic journal, conference proceedings on CD-Rom, etc.) shall not be considered for publication. Likewise, manuscripts that are simultaneously being reviewed by any printed or electronic publication shall not be considered. Authors shall be required to fill in and sign the corresponding sworn statement as a proof of evidence.

## II. Assessment and publication procedure

- II.1. **ASSESSMENT:** Submissions shall be refereed by at least two peer reviewers and a blind review concerning both authors and reviewers shall be guaranteed at all times. All manuscripts shall be reviewed by specialists pertaining to the Editorial Board of the journal and/or *ad hoc* external reviewers depending on the language of the text and the specific topics addressed in the paper. A list containing the names of the external reviewers and the Editorial Board members that have acted as reviewers throughout the relevant semester shall be published in each volume.
- II.2. **ACCEPTANCE CRITERIA:** In order to be accepted for publication, any work submitted shall be required to have at least two favourable reports. In case of discrepancy, another external reviewer or member of the Editorial Board shall act as a third reviewer and his/her report shall be binding. If a manuscript receives two unfavourable reports, no publication shall apply and no appeals shall be considered.

Authors shall receive the two compulsory reports in about three months from the editor's acknowledgement of their submission. This time might be longer if a third review is needed because of report discrepancy or unexpected contingencies. In any case, authors shall be duly informed of any delays in the reviewing process and all reports shall contain detailed assessments supporting the acceptance or non-acceptance of the work submitted.
- II.3. **FURTHER REVISIONS:** Authors receiving favourable reports shall be notified of the tentative date of eventual publication and shall be required to implement any modifications suggested by the specialists in their reports and return their revised manuscripts in about a month's time. Authors shall also have access to their edited papers (pre-prints) as well as to their first proofs so as to preserve the final publication.
- II.4. **OFFPRINTS AND COMPLIMENTARY ISSUES:** All authors are entitled to receive two complimentary printed issues. Offprints shall be available electronically through links from *Ibérica's* site.

### III. General submission criteria

- III.1. LANGUAGE:** Manuscripts may be submitted in English, French, German, Portuguese or Spanish. It is highly recommended that the submission language meet the target language of the manuscript so that, for instance, a text focusing on English or French for Academic and Professional Purposes be written in English or French, respectively.
- III.2. LENGTH:** Research articles shall not exceed 8,000 words, research notes and interviews shall not exceed 3,000 words, and reviews shall not exceed 1,500 words, including abstracts, notes, appendices, list of references and bionotes.
- III.3. SUBMISSION:** Submissions, edited with MS Word, will be sent by e-mail attachment to the journal address ([iberica@aelfe.org](mailto:iberica@aelfe.org)). A second document to be also attached on a separate file shall contain the authors' name, corresponding and e-mail addresses, telephones, and a brief c.v. (bionote) written in the same language of the manuscript and no longer than 60 words. A third attachment containing illustrations, graphs, etc. may also be included depending on the size of the manuscript file.

- III.4. COPY AND AUTHORSHIP RIGHTS:** It is essential that all sources consulted be observed and cited. Should any type of material under the protection of the intellectual property law be reproduced, authors shall be required to demonstrate that they have obtained the corresponding permission from the copyright owners.

The edition of *Ibérica* is owned and copyrighted by AELFE and authors keep their rights over their own works. Nevertheless, third parties shall be required to contact the journal editor for reproduction permits or visit URL: <http://www.accesoabierto.net/es/node/4> for further information regarding copyright policies and self-archiving.

- III.5. INFORMATION FOR CONTRIBUTORS:** *Ibérica* shall promptly acknowledge receipt of submissions via e-mail and commits to keep contributors informed about the course of their submission along the assessment process and, if appropriate, up to final publication.

### IV. Specific edition guidelines for the various sections

- IV.1.** The guidelines below are of a general nature and applicable to the various sections of the manuscript. Contributors are encouraged to consider former volumes of the journal or address the editor of *Ibérica* should any further specific queries arise.
- IV.2. TITLE:** The title of the article shall be aligned left and in small case (Times New Roman 14). It shall be written in the language of the article and also in English (or Spanish if the article has been written in English).
- IV.3. AUTHORSHIP:** The following line shall contain the name(s) and surname(s) (in this order) of the author(s). Information regarding affiliation(s) shall be provided below the name of the author(s). This information shall be aligned on the left-hand side of the page and written in lower case type (Times New Roman 12).
- IV.4. ABSTRACT AND KEYWORDS:** Research articles and research notes shall be accompanied by an abstract of around 250 words headed "Abstract".

The line below shall contain a list of up to 5 keywords, headed "Keywords". These shall indicate the field or fields of research dealt with by the article – for example, genres, needs analysis, lexis, discourse analysis, syllabus design, etc.

Both abstract and keywords shall be written in the language of the article and also in English (or Spanish if the article has been written in English).

- IV.5. MAIN TEXT:** The body of the text shall be presented using double spacing, wide margins, pages numbered and typeface Times New Roman 12. Paragraphs shall be initiated without tabulation. It is strongly recommended that the discourse not be divided up into too many short paragraphs nor the work as a whole into too many sections and subsections.

The headings and subheadings of sections and subsections shall be clear and brief. If sections and subsections are to be numbered, Arabic numerals shall be used.

The headings of the internal sections of the discourse shall be highlighted by using bold face lower case type and separated from the previous section by way of another double space. A space will be left between the section title and its corresponding text. All subheadings (those introducing a subsection) shall also appear in plain lower case type and a space shall be used to separate them from the previous subsection.

Terms and expressions shall be highlighted as follows: double inverted commas (""") shall be used for highlighted terms in the same language of the article; single inverted commas (") shall be used to highlight terms within already quoted expressions; italics shall be used to highlight terms and expressions in a language different from the language of the manuscript; italics shall also be used if the terms to be highlighted are part of a discourse example illustrating the discussion. Within the text itself no words shall be highlighted using uppercase capital letters, bold face, underlining or lowercase capital letters

(small caps) – with the exception of those appearing as such in literal quotations.

Latin abbreviations (i.e., e.g., cf., etc.) shall be avoided as far as possible or have a limited use.

Any lengthy quotes (longer than 3 lines) shall be presented separately from the main body of the text using double indent (1 cm./0.39 in.), no inverted commas and no italics. Shorter quotes shall be framed within double inverted commas and placed in the main text. Each and every literal quotation shall be provided with its full source of origin (author, publication year and page number). In the case of non-literal quotations the reference source shall include author and publication year.

**IV.6. TABLES AND FIGURES:** Any tables and figures shall be placed in the text, be consecutively numbered, include a caption (or brief explicative title) below the table or figure, and be directly referred to in the text.

**IV.7. ACKNOWLEDGEMENTS:** These shall be placed after the main text and before the reference list. Should authors wish to include information related to research projects or funding, they can do so either in this section or as notes (in such a case the main title of the article shall exhibit a superscript number one for note number one).

**IV.8. BIBLIOGRAPHICAL REFERENCES IN THE TEXT:** All references quoted in the text shall appear as follows:

Skelton (2008: 43)  
Quirk et al. (1985: 12)  
Cabr e and Estop a (2009)  
(Lancaster, 1991; Hartely, 1997; Benesch, 2001;  
Lillis & Curry, 2006a & 2006b; Belcher, 2007)  
(Kennedy, 2011)  
(Berkenkotter & Huckin, 1995)

In case of several works, these shall be ordered in chronological, not alphabetical, order. In case of more than three authors for a particular reference, et al. shall be used in the main text, but all authors shall be fully referenced in the final list. For English-written manuscripts the ampersand (&) shall only be used in the final list of references and also in the main text in the case of bracketed references. Depending on the language of the text, the appropriate conjunction shall be used (*y/and/&/und/et*).

**IV.9. FINAL LIST OF REFERENCES:** All the works referred to throughout the entire text shall be listed in alphabetical order in a section with the heading REFERENCES (in the language of the manuscript). This list of references shall be carefully proofread to avoid typos, omissions and inconsistencies with the references in the main text. Works which have not been referenced in the main text shall not be included in this list. Some examples below illustrate the citation format for books, book chapters, journal articles, and contributions to conference proceedings:

Alcaraz Var o, E. (2007). "La sociedad del conocimiento, marco de las lenguas

profesionales y acad micas" in E. Alcaraz Var o, J. Mateo Mart nez & F. Yus Ramos (eds.), *Las lenguas profesionales y acad micas*, 3-12. Barcelona: Ariel.

Berkenkotter, C. (2009). "A case for historical 'wide-angle' genre analysis: A personal retrospective". *Ib rica* 18: 9-22.

Bhatia, V.K. (2011). "Critical genre perspectives in ESP: Bridging the gap between the classroom and the workplace" in *Proceedings of The 2011 International Conference and Workshop on English for Specific Purposes*, 1-3. Taichung, Taiwan: Crane Publishing.

Council of Europe (2001). *Common European Framework of Reference for Languages: Learning, Teaching, Assessment*. Strasbourg: Cambridge University Press.

Ferguson, G. (2009). "Issues in researching English as a lingua franca: a conceptual enquiry". *International Journal of Applied Linguistics* 19: 117-135.

Kennedy, C. (2010). "Learning English in a global context" in S. Hunston & D. Oakey (eds.), *Doing Applied Linguistics*, 87-96. London: Routledge.

Salager-Meyer, F. & B.A. Lewin (eds.) (2011). *Crossed Words: Criticism in Scholarly Writing*. Bern: Peter Lang.

Swales, J.M. & C.B. Feak (2012). *Academic Writing for Graduate Students*, 3th ed. Michigan: The University of Michigan Press.

Tarp, S. (2010). "Reflections on the academic status of lexicography". *Lexikos* 20: 450-465.

The format of electronic references shall be similar to those above however adding the date of online access to document as follows [dd/mm/yy]:

Crompton, P. (2012). "Characterising hedging in undergraduate essays by middle eastern students". *The Asian ESP Journal* 8: 55-78. URL: <http://asian-esp-journal.com/Volume-8-2.pdf> [03/09/12]

Little, D. (2009). *The European Language Portfolio: Where Pedagogy and Assessment Meet*. Strasbourg: Council of Europe. URL: <http://www.coe.int/T/DG4/Portfolio/documents/ELP%20where%20pedagogy%20and%20assessment%20meet%20D.%20Little.doc> [14/02/11]

Authors shall try not to include a long list of bibliographical references, often unnecessary. They shall also make use of cross references when two or more chapters are being used from the same volume collection, as in the example:

Belcher, D. (ed.) (2009). *English for Specific Purposes in Theory and Practice*. Ann Arbor: University of Michigan Press.

Hyland, K. (2009). "English for Professional Academic Purposes: Writing for scholarly publication" in D. Belcher (ed.), 83-105.

Paltridge, B. (2009). "Afterword: Where have we come from and where are we now?" in D. Belcher (ed.), 289-296.

**IV.10. NOTES:** Notes shall be placed at the end of the text, after the list of references and before the appendices, if any. Notes shall be numbered manually and consecutively, with superscript numbers and listed under the heading NOTES (in the language of the article). Superscript numbers shall always be placed after punctuation marks. Notes shall be very few in number and shall be used only when necessary, for providing further details or with explanation purposes, but they shall not be used for providing bibliographical references.

**IV.11. APPENDICES:** If one or more appendices are provided, they shall be placed after the list and the notes (if any). Appendices might be numbered or titled and shall be exclusively used for the presentation of detailed material supplementing the text. The main body of the text shall contain the appropriate references to the appendices so as to facilitate comprehension.

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