



2nd INTERNATIONAL
LANGUAGE FOR INTERNATIONAL COMMUNICATION
SYMPOSIUM



Linking Interdisciplinary Perspectives

May 23-24, 2013
University of Latvia
Riga, Latvia

INFORMATION ABOUT MANUSCRIPT SUBMISSION

The extended deadline for manuscript submission is **15th June, 2013**.

Deliver the manuscript as an email attachment to

(in English) **Dr. Monta Farneste** monta.farneste@lu.lv

(in Spanish) **Dr. Alla Placinska** jalla@lu.lv

(in French) **Dr. Olga Ozoliņa** olga.ozolina@lu.lv

(in German) **Dr. Ieva Sproģe** ieva.sproge@lu.lv

Your queries in Spanish, French and German may also be sent to the corresponding e-mail addresses.

All manuscripts submitted will undergo a blind peer reviewing process by two independent reviewers, who will use standard criteria for assessment (significance and relevance of the theme, research design, relevant literature review, relevant conclusions, quality of the argumentation and appropriate use of the language, appropriate formatting).

No information that identifies the author(s) should be included in the paper. When citing the sources do not write: 'We concluded that ... (Ozols and Brown, 2011).', but 'According to Ozols and Brown (2011), ...'.

Submitting a manuscript means that the paper has not been previously published and is not being reviewed by any other journal or edited volumes. The papers not presented at the conference will not be considered for publication.

To facilitate the blind peer reviewing process, it is essential that the contributors adhere to the requirements. The papers which will not adhere to these requirements may be returned to the author(s) or even excluded from the conference proceedings.

GENERAL INFORMATION

File format: Microsoft Word for Windows 2003

Language: English

Length: up to 10 pages, single spaced

Submission: Deliver 2 electronic copies: one full copy and one blind copy (a copy without the information about the author):

- **Full copy:** Surname_name_1 (add numbers to show the number of the version), for example, the first version will be named, e.g. Kalnina_Viola_1_full copy
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MANUSCRIPT REQUIREMENTS

Title: centred, upper case, bold, 14 point (no underlining)

Author(s):

- Name(s) Surname (centred, bold, 12 point)
- Institution, Country (centred, bold, 12 point)

Abstract in English:

- the heading **Abstract** (aligned left, followed by a full stop) on the same line as the first sentence
- the text should not be longer than 200 words (e.g. in 1-2 sentences summarising introduction, methods, results, conclusions)
- 11 point, single spacing

Key words:

- one additional space between lines
- the heading in bold, sentence case, single spacing, 11 point, 5 to 7 words
e.g. **Key words:** discourse analysis, letter writing, enquiry letters, ESP, tertiary level

The main text: see below **Formatting**

References: 11 pt, single spacing, the title is aligned left (see more below **References**)

Summary: The title and the summary of the paper **written in German, French or Spanish** should also be translated at the end of the paper:

- the title of the paper (11 point ,aligned left, title case, in bold);
- the title *Summary* (11 point, aligned left);
- the text (11 point; justified, single spacing).

Appendices (if any): 11 point, single spacing, the title is aligned left, e.g.

Appendix 1

Questionnaire Sample

Brief information about the author(s) added at the end of the paper:

- 1-2 sentences, 11 point, single spacing
- name and surname in bold, scientific degree(s) and position in parentheses, affiliation, country, research field(s)
- email address, e.g. **Monta Farneste** (Dr. Paed., Assoc. Prof.) is currently working at the University of Latvia. Her research interests include written communication and communicative grammar. Email: monta.farneste@lu.lv

FORMATTING

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

Headings:

- Use headings where appropriate, e.g. Introduction, Theoretical Background (or any other relevant heading), Methods, Results and Discussion, Conclusions, References, Appendix 1
- Provide numbers for subsections, e.g.
 - 2 **Methods**
 - 2.1 *Subjects*
 - 2.2 *Procedure*
- Do not write any number next to the heading Introduction, Conclusions and References
- Use bold only for the title and the section headings, but use italics for the subsection headings
- Align left, use 12 point, sentence case (capitalize only the first word and proper nouns in the headings), no full stop after headings
- Double only before each heading (i.e. click *Enter* twice)

Main Text

- Use Times New Roman, 12 point, justified, single line spacing
- Indent each paragraph by 1 cm (use Tab or Format-Paragraph-Indentation-Special-First line-By: 1cm), except for the first line after the title and headings (use no extra space between paragraphs)
- Do not use headers or footers (e.g. do not use footnotes)
- **Put quotations** in single inverted commas. Double quotes are used for quotes within quotes. Put a full stop after the quotation marks or brackets, e. g. ‘The study of “speaker meaning” is called pragmatics’ (Yule, 1996: 3).
- Show the omitted text by an ellipsis in square brackets, i.e. [...].
- **Display long quotations** (3 and more lines), i.e. indent from the left side, leaving one extra line before and after the quote.
- **Use italics** to highlight key information, to indicate terms or the titles of books.

Figures and Tables

- The captions of tables and figures are aligned left, single spaced, 11 point. The captions of tables are written above, whereas the captions of figures are written below the data, e.g. *Figure 1 Sample of an essay*
- The text in tables is 11 point, single spaced.
- Tables and figures are separated from the main text by Enter.
- The maximum number of tables and figures is five.

Photographs

We reserve the right to omit photographs.

In-text citations

- If in-text citations are written, they are put in brackets (.Brown, 2002: 5; White, 2005a: 8-10; White 2005b: 6).
- If you quote, indicate page numbers.
- If the authors' names are transcribed in English, the name in the original is put in brackets when indicating the source in the text, e.g. Barmina and Verhovskaya (Бармина и Верховская, 2000).
- If two authors have the same surname, initials are used in in-text-citations, e.g. (Kalniņa, M. and Kalniņa, Š., 2008).
- If the **publishing date** is unknown, write (n. d.), e.g. (Brown, n.d.: 5).
- If it is necessary to refer to an **Internet source without the author and the title**, write *Online*. 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. Afterwards, only the first author should be mentioned followed by *et al.*, for example (Waters et al., 1999). All the authors should be named in the reference list.

References

- Include all the sources cited in the text and do not include any that have not been cited in the text.
- Use single spacing, 11 point and a **hanging indent** (Format-Paragraph-Indentation-Special-Hanging) to arrange the items in the list.
- List items in the references alphabetically: Latin characters (English, Latvian, then German and other); Cyrillic characters (Russian); then Internet sources **without the author and the title**.
- Do not cite personal communications, manuscripts in preparation and other unpublished data in the reference list; they may be mentioned in the text in parentheses.
- Indicate sources 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 January 2, 2003].

Celce-Murcia, M. (ed.), (2001) *Teaching English as a Second or Foreign Language*. Boston: Heinle & 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.

Longman Dictionary of English Language and Culture (1992) Essex: Longman.

Internet sources

- 1) Available from <http://www.oup.com/elt/global/> [Accessed January 2, 2003].
- 2)

Books analysed

Trappe, T. and Tullis, G. (2005) *Intelligent Business. Coursebook. Intermediate. Business English.*
Harlow: Pearson Education.