

The European English Messenger

Notes for Contributors

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Correspondence regarding ESSE's activities should be addressed to the President or the Secretary. Correspondence dealing with the work of its constituent associations should be sent to national representatives, whose addresses are listed in the inside back cover.

The tables of **contents** of all the issues are available at www.essenglish.org/messenger.html. From issue 15.1 (Spring 2006) onwards, articles may be downloaded in pdf format. This service is restricted to paid-up members of ESSE who receive the printed edition of the *Messenger*. Issues 15.2 and following are also available to EBSCO subscribers.

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- number the pages progressively (in the heading – outer corner)
- indent paragraphs (1 cm)
- insert notes at the foot of the relevant page.¹

The entire text, including references and footnotes, must be justified, with the exception of titles and headings, which should be ranged left. Word-breaks should be avoided.

Any **images** should be supplied as separate .jpg files. Please note these will not necessarily appear in the same position in the text as you suggest.

The recommended **font** is Times New Roman (11 pt; footnotes should be 9 pt).

Short **quotations** (2-3 lines) should be placed within the text between double quotation marks “ ”. For longer quotations leave an empty line before and after the quotation and increase the left margin by 1 cm.; omissions should be signalled with three dots between square brackets: [...]. Square brackets are also to be used to signal remarks by the author.

Modified meanings should be placed between single quotation marks, whereas highlighted items or items in languages other than English will be in italics.

For in-text **referencing** you are welcome to follow the conventions that typically apply in your field. If in doubt, please adopt the (author: date) system. In that case references are listed alphabetically by author at the end of your contribution. Please make sure all entries are actually cited in your paper and give full details – e.g.:

Brown, Penelope / Levinson, Stephen C. 1987. *Politeness. Some Universals in Language Usage*. Cambridge: Cambridge University Press.

Görlach, Manfred 1992. Text-types and Language History: The Cookery Recipe. In Rissanen, Matti et al. (eds) *History of Englishes: New Methods and Interpretations in Historical Linguistics*, Berlin: Mouton, 736-761.

Hyland, Ken 1996. Writing without Conviction? Hedging in Science Research Articles. *Applied Linguistics*, 17/4, 433-454.

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Please avoid **abbreviations** – also in the text and footnotes. Only the simplest and most common are acceptable ('etc.', 'i.e.', 'e.g.', 'et al.'). **Appendices** must appear at the end of the text, after the references.

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Please provide full details of the book or event concerned in the title, followed by your name and affiliation – e.g.:

Reviews

Name and surname of the author of the book, *Title of the book*. Place of publication: name of the publisher, year of publication. Number of pages, price, ISBN (both HB and PB if applicable).

Name and surname of the reviewer (affiliation, country)

Events

“Official title of the event”, Place, dates of beginning and end of the event.

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Please provide full details of the event or publication under discussion – e.g.:

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- Acronym and full title of the event
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- URL of the event (website address)

Publications

- Working title of the book or title of the host journal
- Deadline for proposals
- Contact address (name and email address of main contact person)

Do not hesitate to contact the Editor if you have any queries. For contact details see inside front cover.

The **deadline for submissions** to the *Messenger* is 1 February for the Spring issue and 1 September for the Autumn issue. Should there be a backlog of submissions accepted for publication, publication will normally follow the order in which contributions were received.

The editor reserves the absolute right to accept or reject submissions for publication. The editor also reserves the right to make changes to texts submitted, including shortening texts or making linguistic changes, without consultation with the author. Changes which substantially affect the meaning of the text will, however, be cleared with the author before publication.