**Stylesheet**

Language Education and Multilingualism

The Langscape Journal

Page size/Margins: A4 portrait, top 2.5 cm, bottom 2.0 cm, left/right 2.5 cm.

Header/Footer: different odd & even pages: even pages author, odd pages chapter title

Page numbers: top of page at the outside margin

Font: Calibri

**Main title: centred and bold (16 pt)**

**1. Title Main Chapter 14 pt, bold, left-aligned**

**1.2 Subtitle Chapter 12 pt, bold, left-aligned**

**1.2.3 Subtitle Subchapter 11 pt, bold, left-aligned**

Normal Text + Bibliography: 11 pt, justified

Footnotes + indented quotations: 10 pt

Line spacing:

* Normal text: exactly 15 pt. Spacing after 6 pt
* Multiline main chapter titles: exactly 15 pt
* Quotation / Foot notes / Bibliography: exactly 15 pt

Indentation:

* First line (except after titles, quotations) 0.5 cm
* Quotations left and right 0.5 cm

Hyphenation:

no em dashes as hyphens, better: “soft” hyphens (“Ctrl + hyphen”)

*Italics* for foreign language words and phrases

**Quotations**

**In-Text Quotations**: author-date method of citation

Examples:

Smith (2010) analysed …

In a recent study (Smith, 2010), …

In 2010, Smith analysed …

**Short Quotations**: (fewer than 40 words) double quotation marks, author-year-page citation in the text, complete reference in the reference list

Examples:

She stated, "The truth is, research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one.” (Kramsch, 2002, p. 208), and she developed her idea with some examples.

According to Kramsch (2002), "research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one" (p. 276).

Kramsch (1993) found that "research does not only explain existing moments" in this case (p. 208), but what will the next step in researching this issue be?

**Long Quotations**: longer than 40 words in a freestanding block of typewritten lines, no quotation marks

Example:

Kramsch’s 2003 study found the following:

The truth is, research does not only explain existing moments, it has a way of revealing other potentially intriguing moments, that might be even more relevant or worthy of research than the initial one. Thus, I initially wanted to understand why my students constructed the word *Ausländer* differently from me, […]. (p. 208)

**Reference List**

**A non-periodical (such as a book, report, brochure, or audiovisual media)**

Author, A. A. (Year of Publication). Title of work: Capital letter also for subtitle. Location: Publisher.

 **A non-periodical, more than one author**

Author, A. A., & Author, B. B. (Date of Publication). Title. Place: Publisher.

**Part of a non-periodical (such as a book chapter or an article in a collection)**

Author, A. A., & Author, B. B. (Year of Publication). Title of chapter. In A. Editor & B. Editor (Eds.),

Title of book (pages of chapter). Location: Publisher.

**A web page**

Author, A. A., & Author, B. B. (Date of Publication or Revision). Title of full work [online]. Retrieved month, day, year, from source Web site: URL.

**An online journal or magazine**

Author, A. A., & Author, B. B. (Date of Publication). Title of article. Title of periodical, xx, xxx-xxx. Retrieved month, day, year, from URL.

**Journal article, one author**

Author, A. A.( Date of Publication). Title of article. Title of periodical, Volume number, pages.

**Journal article, more than one author**

Author, A. A., Author, B. B., Author, C. C., Author, D. D., & Author, E. E., (Date of Publication). Title of article. Title of periodical, Volume number, pages.•

**An entry in an encyclopaedia**

Author, A. A.. (Date of Publication). Title of entry. In Title of encyclopaedia (Vol. number, pages). Place: Publisher.