

SUBMISSION GUIDELINES FOR AUTHORS

1. Contributions to the journal may be submitted in Serbian (Cyrillic or Latin script) or other language of former Yugoslavia, or in one of the following languages: English, French, German, Italian, Russian and Spanish. If the submitted paper is written in Serbian, the author shall provide a summary in English. If the submitted paper is written in a language other than Serbian, the author shall provide a summary in Serbian and in English.

The manuscript should follow all orthographic and grammar rules, and should be composed in an academic writing style. The submissions in Serbian should adhere to the rules in *Serbian Language Manual (Правонис српскога језика)* by Mitar Pešikan, Jovan Jerković and Mato Pižurica (Matica srpska: Novi Sad, 2010). Besides the established orthographic norms given in that manual, the authors also need to mind the following guidelines in the manuscript preparation process:

a) titles of separate publications (monographs, proceedings, journals, dictionaries, etc.) mentioned in the paper are italicized.

b) foreign names in the Serbian text are written in transcribed form (adapted to the Serbian language) according to the rules from the *Serbian Language Manual*, and when the foreign name is first cited, the original spelling is given in parentheses, unless it is widely known (e.g. Ноам Чомски), or is originally spelled the same as in Serbian (e.g. Филип Ф. Фортунатов);

c) citations from works in a foreign language, depending on the function they perform, may be written in the original language or in translation, but it is necessary to be consistent regarding the form of citing; if the quotations are given in the original language, the author may supply their translation in a footnote.

2. The manuscript should have the following elements: a) name, middle initial, last name of the author, author's ORCID (if applicable), author's affiliation, b) the paper title, c) abstract, d) keywords, e) the main body of the paper, f) references and sources, g) summary and keywords in English (and another language, if necessary), and h) appendices, given in this particular order.

3. The paper title should reflect the contents of the paper as closely and accurately as possible. The title (and the subtitle) is aligned left, bold, font size 14.

4. The author's name, middle initial, and surname in papers are placed under the title aligned left. The name and location of the author's institution are written below the author's name, middle initial and surname. The names of complex organisations should reflect the hierarchy of their structure (e.g. University of Belgrade, Faculty of Philology, Department of General Linguistics). If there is more than one author, the headings must indicate which institution each of the listed authors comes from. The author's official e-mail address is supplied in the footnote, which is linked to the author's surname with an asterisk. The project title and number, i.e. the title of the programme the paper originated from, as well as the name of the institution which financed the project or programme, are provided in a separate note at the end of the paper.

5. The abstract, which should be written in the language of the paper, must concisely present the matter, aim, methodology, and results of the research. It is recommended that the abstract should range between 100 and 250 words. The abstract should be placed below the paper title, without the designation *Abstract*, in such a way that its left margin is indented by 1 cm with respect to the body of the text (i.e. the same indent as the first paragraph of the body of the text).

6. The keywords are given in the language of the abstract and paper. They are listed below the abstract, with the designation *Keywords*, in such a way that their left margin is aligned with that of the abstract.

7. The *Applied Linguistics / Linguistique appliquée / Primenjena lingvistika* applies the APA style of bibliographic description (*American Psychological Association style*), 7th edition. For examples, please visit <https://apastyle.apa.org/style-grammar-guidelines/references/examples>.

8. Footnotes marked with Arabic numerals (after a punctuation mark, without a dot or bracket) are supplied on the bottom of the page that features the text section to which the footnote refers. Footnotes are not used to list the bibliographic sources of quotes or paraphrases given in the body of the text, since it is bibliographic parentheses that are used for the purpose.

9. The appendices illustrating an academic exposition (tables and figures, facsimiles, images, etc.) are included at the end of the manuscript. An appendix should be added on its own individual page labelled "Appendix" and followed by a title on the next line that describes the subject of the appendix. If there are multiple appendices, each should be labelled with a capital letter and referenced in-text by its specific title (for example, Appendix A, Appendix B, Appendix C). All appendices should follow references, summary and keywords.

10. The works cited in the paper are listed in a separate section under the title *References*. Bibliographic items (references) are listed in alphabetical order according to the surname of the first or only author in the same way as they were mentioned in the in-text parentheses. If the paper was written in a foreign language and in Latin script, the first to be listed are references published in Latin script, and then, in Cyrillic alphabetical order, works published in Cyrillic script. For those references that are written in another alphabet (Cyrillic, Greek alphabet, etc) the Latin script version has to be provided in the References section.

If the description of a bibliographic item extends to several lines, all the lines except the first are indented right by two characters (hanging paragraph) – the author selects Paragraph in the Format menu, Hanging option, by 1 cm.

11 The sources are given under the heading *Sources* in a separate section after the *References* section. The same principles of bibliographic description are used as in the *References* section.

12. The text of a paper for the *Applied Linguistics / Linguistique appliquée / Primenjena lingvistika* is written in electronic form on an A4 page (21 × 29,5 cm), with 2.5 cm margins, with justified text alignment, new paragraph indented by 1 cm, and a 1.5 line spacing. The font to be used is Times New Roman, 12 points (this refers also to the text in the tables), and the abstract, keywords, summary, references and footnotes must be written in a 10-point font. If the paper contains charts and images, their resolution shall be 300 dpi.

The manuscript should be submitted as a Word document attachment to the journal's email address: primenjenalingvistika@gmail.com.