

VAKKI Publications 2021

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Deadline for submission of full-length manuscripts (based on the accepted extensive abstracts) is May 3, 2021. Please submit your manuscripts as a file attachment (in RTF, DOC or DOCX format) to publication@vakki.net. Name the file by using the title of your paper (for example, metaphorsinscience.rtf). Accepted languages for publication are Finnish, English, Swedish and German.

In order to be accepted for publication, we expect that manuscripts state the aim, theoretical background, data and method (for empirical papers), findings and conclusions. Manuscripts that have already been published will NOT be accepted.

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Guidelines

1. Please include your contact information, the title of the paper and institutional affiliation(s) in a separate document (e.g. `firstname_surname.rtf`). Since papers are blind peer-reviewed, the paper itself should not refer to your name(s) or contain other identifying marks. Cite your own previous work(s) as you would cite the works of other authors.

2. Manuscripts must not exceed 14 pages (including figures, tables, **but not** references and one appendix). Plenary paper manuscripts must not exceed 20 pages (including figures, tables, **but not** references and one appendix).

3. Please use 1.15 (14 pt) line spacing. The font should be set to Times New Roman (12 pt). Set the width of all margins (left, right, top and bottom) to 3 cm. Please use page numbering and place the numbers at the top of the page.

4. The first page of the manuscript must contain the title of the paper (18 pt font), the abstract in English, and 3–5 keywords (in the same language as the article, in alphabetical order) characterizing the text. The article itself should also start on the first page. The font used in the abstract should be Times New Roman (10 pt), and the line spacing should be set to 1. The maximum length of the abstract is 15 lines.

5. Use numbered headings for different parts of the article, e.g. 1 Background and Aims, 2 Material, 3 Method etc. In English headings, capitalize the first letter of every content word.

6. Do not indent the first lines of paragraphs: leave a blank line between paragraphs instead. Do not use hyphenation at the end of lines. Turn off automatic hyphenation in your word processor.

7. Please mark direct quotations by using quotation marks. Direct quotations longer than 3 lines and all longer examples should be given as indented (1 cm) paragraphs (10 pt font, line spacing: 1). If you give examples, please number them consecutively: (1), (2), (3)...

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9. Use italics or bold for emphasis; avoid underlining.

10. Avoid using footnotes (10 pt font, line spacing: 1). Do not use endnotes.

11. If you present examples that are in language(s) other than the article is written in, please provide your own translations of the examples and either place both language versions in the text or list the originals in an Appendix (at the end of the paper)

12. The referencing system used in VAKKI publications is based on the Harvard/CBE system. Please see the examples below for details.

References in the text:

Sihvonen (2016), in a paper on...

Villi (2012a: 620) states that...

Further exploration of this aspect may be found in many sources (e.g. Kangasharju, Sääntti & Piekkari 2010: 13; Aaltonen 2005: 190).

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Books:

Bhatia, V. K. (2004). *Worlds of written discourse: A genre-based view*. London: Continuum.

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Articles in edited volumes:

Nuopponen, A. (2000). Satelliter och system – att integrera begreppssystem i terminologiarbetet. I: A. Nuopponen, B. Toft & J. Myking (red.). *I terminologins tjänst. Festskrift för Heribert Picht på 60-årsdagen*. Vasa: Vasa universitet. 128–145.

Van De Mieroop, D. (2020). Applying the Narrative Dimensions Model. In: H. Hirsto, M. Enell-Nilsson, H. Kauppinen-Räsänen & N. Keng (eds.). *Workplace Communication III*. Vaasa: VAKKI Publications 12. 14–31. Available at: https://vakki.net/wp-content/uploads/2021/01/VAKKI2020_VanDeMieroop_korjattuPDF.pdf (cited 31.3.2020).

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van der Meij, H. (n. d.) Minimalism. Available at: <https://www.utwente.nl/en/bms/ist/minimalism/> (cited 5.9.2020).

Pluri°Deutsch (2018). Plurilinguale Sprachkurse mit Deutsch – Pluri°Deutsch. Abrufbar unter: <https://blogit.utu.fi/plurideutsch/> (zitiert 5.10.2020).

Siltaoja, M. (2009). On the discursive construction of a socially responsible organization. *Scandinavian Journal of Management* 25(2), 191–202. <https://doi.org/10.1016/j.scaman.2009.02.004>

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16. Please get the text proofread before submitting the manuscript.

17. VAKKI Publications 13 will be published electronically at <https://vakki.net/>.

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