

# VAKKI Publications 2022

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If you have any questions about the publication process, please contact VAKKI Editorial Team at [publication@vakki.net](mailto:publication@vakki.net).

## VAKKI Editorial Team 2022

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## Guidelines for Contributors

### Call for article proposals (extended abstracts)

Dear participants of VAKKI Symposium 2022,

we are inviting **all presenters of the XLII VAKKI Symposium** to submit a proposal for an article to be included in the upcoming volume of VAKKI Publications. The publication will be published in December 2022. We are calling for research articles related to the theme of the symposium, “Responsible Communication”.

We are first calling for extended abstracts. The abstracts should state the aim, theoretical background, data and method (for empirical papers), and preliminary findings under appropriate headings. Please write the extended abstract in the language you are going to use in the manuscript. Accepted languages for publication are Finnish, English, Swedish and German. In addition, please use the referencing style according the guidelines of our publication as advised for the full-length articles.

Submit your extended abstract (between 600 and 1200 words, including figures, tables, but not references) to [publication@vakki.net](mailto:publication@vakki.net) as an attachment (in .rtf or .doc format) by **March 20, 2022**. Name the file by using the title of your extended abstract (for example, metaphorsinscience.rtf).

After an editorial review, the extended abstracts are either accepted or rejected. We only accept extended abstracts that fulfil all the above criteria.

## Call for article proposals (full-length manuscripts)

Dear Authors,

Deadline for submission of full-length manuscripts (based on the accepted **extended** abstracts) is **May 15, 2022**. 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.

Manuscripts will be selected for publication through a double-blind peer review process, which means that both the reviewer and author identities are concealed from the reviewers, and vice versa, throughout the review process. Please follow these guidelines carefully to facilitate the publication process.

### Guidelines for the full-length articles

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)... Brackets are used only in connection with the example itself, not when referring to the example in the text.

8. Illustrations, graphics, tables, etc. should be included in the paper itself (i.e. do not send them separately as file attachments) and they should have titles. Please number all illustrations, graphics and tables etc. consecutively, and always refer to them in the text using the number in question.

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).

13. References at the end of the text (Works Cited) should be arranged alphabetically according to the author's last name (10 pt font, line spacing: 1, indentation: hanging 1 cm). Italicize the titles of books and journals as instructed below.

**Books:**

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

**Articles in journals:**

Stommel, W., Paulus, T. M. & Atkins, D. P. (2017). "Here is the link": Hyperlinking in service-focused chat interaction. *Journal of Pragmatics* 115, 56–67.

**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 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*. VAKKI Publications 12. 14–31. Available at: <https://vakki.net/index.php/2020/12/31/workplace-communication-iii/> (cited 31.3.2020).

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YK (2020). Kestävä kehitys. Saatavilla: <https://www.ykliitto.fi/yk-teemat/kestava-kehitys> (lainattu 23.9.2020).

Åbo Akademi (2020). Studiehandbok. Tillgänglig: <https://studiehandboken.abo.fi> (citerad 17.5.2020).

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

White, P. R. (1998). Telling Media Tales: the news story as rhetoric [Dissertation, University of Sydney]. Available at: [https://www.researchgate.net/publication/268256149\\_Telling\\_Media\\_Tales\\_the\\_news\\_story\\_as\\_rhetoric](https://www.researchgate.net/publication/268256149_Telling_Media_Tales_the_news_story_as_rhetoric) (cited 15.1.2021).

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 14 will be published electronically at <https://vakki.net/>.

Sincerely yours,

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