

VAKKI Publications 2024

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Starting in 2024, VAKKI Publications will be published in the journal.fi portal. The new site will be available in April 2024.

If you have any questions about the publication process, please contact the Editor-in-Chief.

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Guidelines for Contributors

Call for article proposals (full-length manuscripts)

Dear participants of VAKKI Symposium 2024,

We are inviting **all presenters of the XLIV VAKKI Symposium** to submit a proposal for an article to be included in the upcoming issue of VAKKI Publications, which will be published in December 2024. We are calling for research articles related to the theme of the symposium, “Diversity in Communication”.

The deadline for submission of full-length manuscripts is **May 13, 2024**. The submissions and the editorial process will take place in the journal.fi portal.

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. Since papers are blind peer-reviewed, the manuscript should not contain any 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). Make sure the paper size is set as A4.
3. Please use 1.15 (14 pt) line spacing. The font should be set to Calibri (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 bottom of the page, in the center.
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 font used for the abstract and keywords should be Calibri (10 pt), and the line spacing should be set to 1. The maximum length of the abstract is 15 lines. The article itself should start on page 2.
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, in a relevant place, (i.e. do not send them separately as file attachments) and their captions should be placed below the figure/table. 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 Mierop, 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).

If your article is in

- Finnish, use: Teoksessa/Toim.
- Swedish, use: I/Red.
- English, use: In/Ed./Eds.
- German, use: In/Hrsg.

14. If you cite any online sources, please provide the link together with Saatavilla: URL (lainattu pp.kk.vvvv) / Tillgänglig: URL (citerad dd.mm.åååå) / Available at: URL (cited dd.mm.yyyy) / Abruftbar unter: URL (zitiert TT.MM.JJJJ). If you use online sources that have a DOI or URN, state only the link. Make sure the link works!

Suomen YK-liitto (2020). Kestävä kehitys. Saatavilla: <https://www.ykliitto.fi/kestava-kehitys> (lainattu 25.3.2024).

Åbo Akademi (2020). Studiehandbok. Tillgänglig: <https://studiehandboken.abo.fi> (citerad 25.3.2024).

White, P. R. (1998). Telling Media Tales: the news story as rhetoric [Dissertation, University of Sydney]. Available at: [https://www.prrwhite.info/prwhite,%201998,%20Telling%20Media%20Tales%20\(unpublished%20PhD\).pdf](https://www.prrwhite.info/prwhite,%201998,%20Telling%20Media%20Tales%20(unpublished%20PhD).pdf) (cited 25.3.2024).

Pluri°Deutsch (2018). Plurilinguale Sprachkurse mit Deutsch – Pluri°Deutsch. Abrufbar unter: <https://blogit.utu.fi/plurideutsch/> (zitiert 25.3.2024).

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. Authors are responsible for checking that all references are correctly listed.
17. Please get the text proofread before submitting the manuscript.
18. VAKKI Publications 16 will be published electronically at <https://journal.fi/vakki>

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