Guidelines for Submissions to Localisation Focus- The International Journal of Localisation

PART 1: Rules for Submission

1. Address

Send an electronic copy to LRC@ul.ie

2. Deadlines

Refer to http://www.localisation.ie/resources/locfocus/schedule.htm for the copy deadline for each issue

3. Quality control

Even if your submission is accepted, the LRC reserves the right to refuse submissions that:
- Have been previously published
- Are submitted after the deadline
- Do not comply with the instructions in this style sheet
- Do not correspond content-wise with the abstract
- Fail to meet the language standards expected of a journal paper

4. Information

Place the following information on the first page of your submission:
- Title of the paper/article
- Surname and initial(s) of author(s)
- Author biographical details of between 40 and 60 words
- Contact email address (for readers who may wish to contact the author)
- Name of institution or company

5. Abstract

The abstract should be between 120 and 150 words. The abstract is an essential part of the paper. Use short, direct, and complete sentences when writing the abstract, which should be as brief as possible and concise. The abstract should be complete, self-explanatory and an autonomous part of the paper, not requiring reference to the paper itself. The abstract should be informative, giving the scope and emphasising the main conclusions, results, or significance of the work described. The preferred form is third-person singular — do not use the first-person form. Also, do not include mathematical expressions or lines of code; do not use references and try to avoid acronyms.

6. Keywords

All relevant keywords should be included after the abstract. Keywords are submitted to indexed databases and are useful in searching these databases.

7. File format

Text should be submitted in .doc or .rtf format. Do not use or .pdf format.

PART 2: Layout

1. Length of papers/articles

As a guideline, the length of the articles should be between 6,000 and 7,000 words.

2. Language

Articles must be submitted in English. If English is not your native language, please have your text checked by a native English speaker before submission.

- The required style of English is UK English
- Fonts for special (non-Latin based) languages should be submitted in a separate file.

3. Page layout

- Do not use codes or special features at all
- You may indicate layout preferences (in a separate document) but the final layout will be done in keeping with the overall style of the publication
- Do not hyphenate, indent, centre or justify
- Do not use headers or footers
- Do not divide words at the end of lines
- Do not use the 'Enter' key anywhere other than at the end of a paragraph

4. Word spacing, blanks

Use only a single blank space between words, and after a preceding character such as a punctuation mark or symbol. This also applies to new sentences (where the preceding punctuation mark is a full stop).

5. Emphasis

- Use emphasis sparingly
- Words used metalinguistically (e.g. the term *localisation*), emphasised words and foreign words should be printed in italics
- Titles of books should be italicised

6. Citations, references and quotations

- Citations, references and quotations should all conform to the Harvard Referencing style. The University of Limerick uses the Harvard Referencing Style — refer to the following website for a detailed guide on the University of Limerick preferences for this style: http://www.ul.ie/referencing/miniSite/index.htm
- Insert brief parenthetical acknowledgements in the text, do not use footnotes
- Quotations shorter than 40 words should be incorporated into the main text e.g., "this is a quotation" and denoted by means of double quotes
- Quotations longer than 40 words should be in a smaller font and indented. No quotation marks are necessary in this case
- Editorial interventions should always be marked as such by means of square brackets. For example: […], [sic]

7. Divisions of the text

- Number the section and subsection headings consecutively in *Arabic* numerals and type them in bold.
- Use point size 14 for section headings and 12 for subsection headings.

Use the decimal system to indicate subsections (no more than four levels):

1. Heading
1.1 Subheading (first level)
1.1.1 Subheading (second level)
1.1.1.1 Subheading (third level)

8. Tables

All tables should be embedded in the document. Place tables as close as possible to where they are mentioned in the main text but note that table location may change slightly when the final DTP layout is done. Tables must be accompanied by explanatory captions that number them consecutively (Table 1, Table 2, etc.) and describe the table content adequately. The content of a table should be easily understood from the caption — without any need for reference to the main text.

9. Illustrations

Illustrations must be submitted in separate files. Further details of possible file formats and resolutions are available in the technical requirements section of our website at: http://www.localisation.ie/resources/locfocus/techrequirements.htm Indicate in the main text the optimum location for each illustration (i.e., as close as possible to where it is mentioned in the main text) but note that illustration location may change slightly when the final DTP layout is done. Illustrations must be accompanied by explanatory captions that number them consecutively (Figure 1, Figure 2, etc.) and describe the illustration content adequately. The content of an illustration should be easily understood from the caption — without any need for reference to the main text.

10. Layout of mathematical formulae and code

The final DTP layout of your paper/article will be two columns on an A4 page so this may affect the clarity and understanding of formulae and code.

- Formulae should be roughly centred in a column and numbered e.g.

$$y = g(x) \qquad (1)$$
$$dy/dx = g'(x) \qquad (2)$$

- If a line of code is longer than approximately 48 characters (including preceding spaces used to indent for improved readability) then it needs to be broken and wrapped onto a subsequent line(s). Care will need to be taken to ensure that the wrapping of long lines of code will result in clear and easily understood code (e.g. break at a meaningful place and do not introduce a hyphen to denote that the code is continued on the next line — the hyphen may be misinterpreted as part of the code).