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Word default settings (2.5 cm margins left/right and top, 2.0 cm bottom)

2. Anonymization: The article must be submitted in two versions. One in an anonymized version and one with your first name, surname, professional address and e-mail address. Please name the anonymized article as follows: VARIA_anonymized_((title of your article)); the non-anonymized article should be named VARIA_((your name))_((title of your article))

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- a) Heading (Arial 20 bold, paragraph spacing: before and after 22pt)
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- d) Abstract
- e) Main text (Arial 13 justified, 1.5 cm line spacing)
- f) Bibliography
- g) Appendix
- h) Header (even pages, right: article title, Arial 11; odd pages, left: author's first and last name, Arial 11)

4. Article length: Articles should not exceed 40,000 characters including bibliography.

5. Abstract: Arial 10, justified, line spacing 1.0 cm, paragraph spacing 16 pt. The abstract (8 to 12 lines) must be written in English.

6. Section numbering:

- 1 (Arial 14 bold, paragraph spacing 16pt)
- 1.1 (no period after) (Arial 14 italic, paragraph spacing 16pt)
- 1.1.1 (no period after) (Arial 14, paragraph spacing 16pt)

The titles 'bibliography' and 'appendix' (Arial 14 bold, paragraph spacing 16pt) are not numbered.

Authors and editors are kindly requested to make systematic use of section/subsection numbering and to ensure that each article is properly structured.

7. Cross-references: No automatic cross-references in the text.

8. Word separation: Please do not separate words.

9. Punctuation:

Use unbreakable spaces before : ; ? ! in French; remove them for all other languages. Quotation marks must correspond to the language of your article: French (« text »), German („text“), Italian (“text”) or English (“text”).

Apostrophes and single quotation marks depending on the language of your article: French/English/Italian ('text') or German (,text,) single quotation marks.

Highlighting: words should be highlighted using italics or single quotation marks. Bold and underlining should be avoided.

10. Footnotes: Continuous numbering 1, 2, 3...

Footnotes, not endnotes, numbered without brackets: from 1 to n.

Footnote text, including footnote number: Arial 10 justified, 12pt line spacing, negative indent 1cm.

11. Tables, figures, and images: Figures and images will be accepted provided they are of excellent quality (.png or .jpg format). They must be inserted into the text by the authors themselves.

Tables, figures, and images must be numbered: a single numbering for the three types of visualization, according to the mode Fig.1, Fig.2, etc..

Each table, figure, and image must have a title, positioned below, aligned on the left (Arial 10, 12pt line spacing).

If the images/graphs used come from external sources, **it is essential to include their sources in the references.**

12. Transcriptions: Courier New 10 preferred. Numbering of individual extracts facilitates reading and cross-referencing. Reduce font size to 10, line spacing 12, indent 1 cm left/right. Tabs should be avoided. Inserting transcriptions in table form (with invisible framing) can facilitate formatting and avoid unintentional formal changes.

13. Quotations: Quotations of up to two lines may be inserted in the main text and must be marked as such with double quotation marks and the indication of the author, the year of publication and the page of the quotation (*in-text citation* according to APA 7th edition). Example: (Kendon, 1990, p. 117)

Quotations of more than two lines should be set out in a separate paragraph (reduce font size, Arial 10, line spacing 1.0 cm, paragraph spacing: before/after 16pt, indent 1cm left/right). Please indicate the name of the author of the quotation, the date of

publication and the pages with an unbreakable space between p. and the page number(s) in brackets. Example: (Kendon, 1990, pp. 117-118).

14. Bibliography: Arial 10, 13pt line spacing, negative indent 1st line: 1 cm, paragraph spacing 6pt

In-text citations and bibliography follow the APA 7th edition style (for more information, click [here](#)). If you use a citation program (EndNote, Zotero, Mendeley or other), please adapt the reference *output style*. All citations in the main text must be formatted as *in-text citations* (see point 13 above) and not as footnotes.

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Please note: only use the initials of the first names of authors and publishers in the bibliography!

Editor(s) are indicated in the language of the article submitted (i.e., ed/éds. (French), ed./Eds. (English), Cur. (Italian) or Hrsg. (German).

The examples below indicate the editors in English.

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Bressemer, J., Ladewig, S., & Müller, C. (2018). Ways of expressing action in multimodal narrations – The semiotic complexity of character viewpoint depictions. In A. Hübl & M. Steinbach (Eds.), *Linguistic Foundations of Narration in Spoken and Sign Languages* (pp. 223-250). Benjamins.

Pica, T. (1993). Communication with second language learners: what does it reveal about the social and linguistic processes of second language learning? In J. E. Alatis (ed.), *Language, communication and social meaning* (pp. 435-464). Georgetown University Press.

Journal article:

Py, B. (1989). Bilingualism, exolingualism and acquisition: the role of L2 in L2 acquisition. *TRANEL*, 17, 147-161.

Schegloff, E.A. (1968). Sequencing in conversational openings. *American Anthropologist*, 70(6), 1075-1095.

Psathas, G. & Anderson, T. (1990). The 'practices' of transcription in conversation analysis. *Semiotica*, 78, 75-99.

Holmes, J. (2015). Making transitions: the role of interaction in joining a workplace community of practice. *Novitas-Royal, Online Journal*, 9(2), 77-92. Available: http://www.novitasroyal.org/Vol_9_2/holmes.pdf (3.11.2015).

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Book/edited book:

Sacks, H. (1992). *Lectures on conversation*. Blackwell.

Hall, J.K., Hellermann, J. & Pekarek Doehler, S. (Eds.) (2011). *Interactional competence and development*. Multilingual Matters.