

## Writing Guidelines

# Lingua Cultura

1. Article is written in English, single-spaced, two columns, 3500–8000 words length. Author(s) must follow the journal template which can be downloaded at our Open Journal System (OJS) website <http://journal.binus.ac.id/index.php/lingua/about/submissions#authorGuidelines>
2. Article contains TITLE; Author Name, Author affiliation (department, faculty, university / or institution), complete address of the affiliation and Author’s corresponding email; then, ABSTRACT and keywords in 3 to 5 important words. Moreover, the article consists of INTRODUCTION, METHODS, RESULTS AND DISCUSSIONS, CONCLUSIONS, REFERENCES, APPENDICES (if any).
3. Tables and figures in the article are numbered consecutively using Arabic numerals (1, 2, 3, so on) and written with caption and source of the figure and table. The table captions are written above the table, while the figure captions below the figure. For tables, avoid using vertical lines. Figures and tables appear in good resolution and are not print screened and / or screenshot.
4. Citations and References are adapted from APA style. Guidelines to APA style used for in-text citations and references is available at <http://www.apastyle.org>. However, some adjustments are made to suit the need of *Lingua Cultura*. A quick guide as example is stated as follows. The samples below are taken randomly from various sources and for example purposes only. They are intended neither as ads and promos nor as the Editorial Board’s viewpoint or preferences.

	<b>in-text citation</b>	<b>in References</b>
A journal article	According to Jochum (2013:100) ... .... (Jochum, 2013:100). Jochum (2013:100) stated: “.....”	Jochum, K. P. (2013). Music of a Lost Kingdom: W.B. Yeats and the Japanese Nō Drama. <i>Studi Irlandesi : a Journal of Irish Studies</i> , 2(2), 93–108.
A journal article with DOI	Harrison et al. (2013) stated that... .... (Harrison et al., 2013).	Harrison, G. L., Ogle, K. C., & Keilty, M. (2013). Linguistic, reading, and transcription influences on kindergarten writing in children with English as a second language. <i>Journal of Writing Research</i> , 5(1), 61–87. <a href="http://doi.org/10.17239/jowr-2013.05.01.3">http://doi.org/10.17239/jowr-2013.05.01.3</a>
A journal article, >2 ≤7 authors	Rafieyan et al. (2014) suggested... .... (Rafieyan et al., 2014).	Rafieyan, V., Sharafi-Nejad, M., Khavari, Z., Damavand, A., & Eng, L. S. (2014). Relationship between cultural distance and pragmatic comprehension. <i>English Language Teaching</i> , 7(2), 103–109.
A book	Labov (2011) said that ... ... (Labov, 2011).	Labov, W. (2011). <i>Principles of Linguistic Change: Cognitive and cultural factors</i> . New Jersey, USA: Wiley-Blackwell.
A book chapter with editor(s)	Kim (2009) found that... “.....,” said Kim (2009).	Kim, H. (2009). Improving Techniques for Naïve Bayes Text Classifiers. In M. Song & Y. B. Wu (Eds.), <i>Handbook of Research on Text and Web Mining Technologies</i> (pp. 111–127). USA: Information Science Reference.
An article in a magazine	...stated in Mind <sup>+</sup> (2011). ... in Dahlan (2013).	Mind <sup>+</sup> . (2011, May–July). 10 Most popular blog providers. <i>Mind<sup>+</sup>: The True Edu-lifestyle Magazine</i> , 2(5), 39–41.  Dahlan, A. (2013, March). Perlindungan dan pelestarian pengetahuan tradisional dan ekspresi budaya tradisional Indonesia. <i>Media HKI</i> , 10(2), 10–15.
An online news or article with author(s) / editor(s)	Patnistik (2014) reported... .	Patnistik, E. (Ed.). (2014, 19 Sept). <i>Rakyat Skotlandia Tolak Merdeka dari Inggris</i> . Retrieved January 15 <sup>th</sup> 2015 from <a href="http://internasional.kompas.com/read/2014/09/19/13174481/Rakyat.Skotlandia.Tolak.Merdeka.dari.Inggris">http://internasional.kompas.com/read/2014/09/19/13174481/Rakyat.Skotlandia.Tolak.Merdeka.dari.Inggris</a>
A work, dissertation, master’s thesis, or thesis	McNiel (2006) found.... ....(McNiel, 2006).	McNiel, D. S. (2006). <i>Meaning through narrative: A personal narrative discussing growing up with an alcoholic mother</i> (Masters’s thesis). Available from ProQuest Dissertations and Theses database. (UMI No. 1434728)

5. All citations must be written in References and the References must consist of all sources cited in the article. A minimum of 81% References must be primary sources (journal articles, proceedings, conferences, dissertations, theses, or research reports). The references should be recently published in the last 10 years, except texts used as research data.

It is suggested that authors use a computer application, for instance Mendeley or Zotero, to fit and uniform in-text citations and references. Those computer applications are available online and free downloaded from <https://www.mendeley.com/> or <https://www.zotero.org/> and then can be installed in a computer and Ms Word toolbars. For guides, videos, and tutorials, refer to <http://community.mendeley.com/guides>.

6. Article is based on research findings, case studies, or science development in the field of Linguistics, Literature and Culture, and Language teaching. Article is written in academic language style and has never been submitted for consideration or under reviewed or published in any other scientific journals and/or media
7. Authors must send their article to Lingua Cultura Open Journal System (OJS) website (<http://journal.binus.ac.id/index.php/Lingua>). If there are problems with the article submission, please send the screenshot of the problem through email to [linguacultura@binus.edu](mailto:linguacultura@binus.edu), [hsutanto@binus.edu](mailto:hsutanto@binus.edu), and [ASundjaja@binus.edu](mailto:ASundjaja@binus.edu).
8. Article which does not comply to the journal format will be returned to the author(s) for reformatting. Author(s) may revise and resend the article after the article is upgraded in the accepted format.
9. Plagiarism check will be conducted for each article. After that, the article will be double blind peer-reviewed.
10. Author(s) whose article either needs to be revised or is rejected will get a written notification and review forms.
11. Editors reserve the rights to edit article for conforming the journal format without changing its meaning and substance.
12. Author(s) whose article is published in **Lingua Cultura** will get a printed journal of the current number. Softcopy of the article will be sent via email to the corresponding author.
13. Content of the article is merely the author(s)'s opinion. Responsibility for the information and views expressed in the article lies entirely with the author(s).
14. Article may be displayed in any other media for educational purposes.
15. The article processing charge is Rp. 500.000,00 for all accepted papers, and will be freely available to all readers with worldwide visibility and coverage.

Thank you for the interest in publishing your article in **Lingua Cultura**.