GUIDELINES ON THE FORMAT OF ARTICLES

2022

Contents

Presentation

Format: electronic format (for example, DOC, DOCX, RTF or ODT).

Maximum length: 10,000 words including footnotes and references.

Content: title, abstract (required to start the peer-review process) in the original language, keywords, table of contents, the article itself and the references.

Anonymisation: no details that may identify the article's authorship should be included (see Ensuring a blind review).

Section numbering

The numbering of the sections and the table of contents should follow the ISO 2145-1978 standard:

– The numbering of the sections uses Arabic numerals only.
– The main divisions are numbered continuously starting from 1.
– Each main division (first level) can be divided further into subdivisions (second level), which are equally continuously numbered. This can be continued until third or fourth level divisions.
– A full stop is placed between numbers that designate subdivisions of different levels (1.1). No full stop is placed after the number that designates the final subdivision.

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Contents
1 Introduction
2 Freedom of expression: a right protected both online and offline
3 The role of intermediaries and content moderation
4 Intermediaries and liability exemption systems
5 Platform users' freedom of expression
6 Conclusions
References
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– The last heading will always be named *references* and it must only include works cited in the paper.

Tables and figures

The Insert Table function must be used.

Tables or figures should have a number, a heading and a note, indicating the source or author. Please note the words *note* or *source* are written in italics and followed by a full stop.

Note. Compiled by author.
Source. Spanish National Statistics Institute.

Sample tables and sample figures can be seen on the APA website.

In case of divergences between these guidelines and the APA Style Guide, this manual prevails.

Translations

Names (legislation or case law). When quoting legislation or case law not originally in English, a translation should be provided:

1) Where there is a published or well-known English version, this should be used.
2) Where there is not, a translation, as literal as possible, should be provided along with a proper citation, so the reader can see what it refers to.

> In-text:
> In Spain, the Government imposed strict lockdown measures including a nationwide curfew by declaring a "state of alarm" in March 2020, which was extended in October 2020 (Royal Decree No. 926/2020).

> References:
> Royal Decree No. 926/2020, of 25 October, declaring a state of alarm to contain the spread of infections caused by SARS-CoV-2 (Real Decreto 926/2020, de 25 de octubre, por el que se declara el estado de alarma para contener la propagación de infecciones causadas por el SARS-CoV-2).

If the original denomination is required, it should be used on first mention with a descriptive translation in brackets:

> By decision of 1 April 2014, the Director-General of the Basque Police and Emergency Services Academy, Spain (Directora General de la Academia Vasca de Policía y Emergencias) initiated a selection process for recruitment to the post of officer at the lowest rank (Escala Básica) of the police force of the Autonomous Community of the Basque Country (Ertzaintza). Section 2(1)(c) of that decision states that only candidates who are 18 to 35 years of age at the time they apply are eligible to take part in that selection process.

Texts. As for quoted texts (quoted or indented, see "Quotations"), there are two possibilities:

1) Where there is a published English version, this should be used.
2) Where there is not, the text can be quoted in the original language or translated.
   – For quotes in the original language, italics are not required (italics would only be used for emphasis).
   – For translated quotes, the words "[own translation]" or similar should be added.

URLs and hyperlinks

Hyperlinks must be inserted to anchor text rather than pasting the URL on the page. Relevant text should be used for anchors and not generic terms such as *here* or *in this link*. For example:

> Please follow the APA style guidelines.

In references, the hyperlink should be inserted on the title (DOIs are the only exception). Please see "References" for more details.

Italics

Italics should be used…

✔ For titles of publications, etc.; for foreign words and phrases (with translation in brackets if needed); poetry and scientific names, and for metalinguistic references (when discussing a given word or sentence used in a text or defining terms).

The term *sociolinguistics* is employed as per the definition.

This metalinguistic use does not apply when the concept (meaning) is concerned. It just applies to terms and short expressions. It does not apply to proper names either.

✔ For emphasis.

Italics should not be used…

✘ With words, phrases and abbreviations of foreign origin that appear in a dictionary.
✘ When words that would normally be italicised appear within text that is already italicised, those words should be set in standard (non-italic) type.
✘ With proper nouns in other languages.

Quotation marks

The rules of quotation marks in the English-speaking countries are governed by some different conventions. Authors can make their choice according to the variety of their text. Our recommendation, however, is the following:

– Double quotes (curly, not straight).
– Single quotes:
    o   for quotations within quotations.

"Alicia said: 'Your style guide needs updating,' and I said: 'I agree.'"

    o   for words or terms used in an unusual, colloquial or ironic way.

– Full stops and commas should be placed inside the quotes for a complete quoted sentence; otherwise, the stop comes outside:

"Alicia said: 'Your style guide needs updating,' and I said: 'I agree.'"

Alicia said her guide "needed urgent updating".

"Anna said updating the guide was 'a difficult and time-consuming task'."

– Colons, rather than commas, should be used to introduce quotes:

Our guidelines say: "Please use colons, not commas, to introduce quotes."

Quotations

Following the APA Style Guide, a "direct quotation reproduces words verbatim from another work or from your own previously published work". Sources can also be paraphrased rather than directly quoted in order to adapt them to the context.

When directly quoting a piece of text or citing the title of a document, the original should be reproduced rather than following the conventions set out in this document. However, it should be made clear a text is being quoted by putting it in quotation marks or indented.

In the case of errors, "[*sic*]" or any missing text can be inserted in square brackets. When not citing the whole text, "[…]" can be used.

If quoting translations, the published one should always be used and cited accordingly. When translating the text, "[Own translation]" should be added.

No changes should be made to the quotation, except for the ones permitted by APA. For example, the first letter of the first word in a quotation may be changed to an uppercase or a lowercase letter to fit the context of the sentence in which the quotation appears.

Quotations of fewer than 40 words:

They should be incorporated into the text with quotation marks (no additional formatting needed).

> Effective teams can be difficult to describe because "high performance along one domain does not translate to high performance along another" (Ervin et al., 2018, p. 470).

Quotations of 40 words or more:

They should be included as a block quotation. No quotation marks are used in this case. A block quotation should be started on a new line and the whole block needs to be indented 1 cm from the left margin.

See an example (Quotations, APA Style Guide, 7th edition):

> Researchers have studied how people talk to themselves:
>
> > Inner speech is a paradoxical phenomenon. It is an experience that is central to many people's everyday lives, and yet it presents considerable challenges to any effort to study it scientifically. Nevertheless, a wide range of methodologies and approaches have combined to shed light on the subjective experience of inner speech and its cognitive and neural underpinnings. (Alderson-Day & Fernyhough, 2015, p. 957)

Acronyms

When an abbreviation first occurs, the full term must be written out followed by the abbreviation in brackets. Consistency should be maintained through the text. See the APA abbreviations site for more details.

> It therefore predates the General Data Protection Regulation (GDPR).

Acronyms should not be used if they are not used at least three times in the article (exception: standard abbreviation for familiar terms).

Abbreviations are used to save space, but we recommend using them in parenthetical material; in the narrative, the full term should be used (the word *article* is a good example).

> Another practical resource for engineers are the risk impact assessments and the associated potential solutions (Art. 35 GDPR).

> Still, it is with the provisions of Article 25 of GDPR that it has taken on its current importance.

Latin terms may be used in their abbreviated forms, and punctuation should be as if the abbreviations were spelled out.

Table 1

Main abbreviations

cf.	compare
e.g.,	for example,
, etc.	, and so forth
i.e.,	that is,
viz.,	namely,
vs.	versus or against
Ib.	in the same place
n.d.	no date

Note. APA Style Guide, adapted (in APA style, *Ib.* is not allowed, but the *Revista de Llengua i Dret* does allow it).

Footnotes

The Insert footnote function must be used.

The reference should be a superscript Arabic numeral, should be placed *after* any punctuation and should not be in bold or italic (even in headings).

When a source is quoted without adding any additional information, the citation *must be included in-text*; however, if an explanation or a remark is added, it can be placed in a footnote.

Dashes

En dash (–, ALT+0150) can be used if needed.

– One space on either side if used to indicate added emphasis, an interruption, or an abrupt change of thought.

This group is designated to be the cause of concern to another group – the community.

─ No space if used between numbers (2005–2008, pp. 34–45).

In-text citations

For every in-text citation, there must be a corresponding entry in the bibliographical references. In-text citations must include the author's last name and the year of publication. For direct quotations, the page number may also be included.

If a source is quoted without adding any additional information, the citation must be included in-text; however, if an explanation or a remark is added, this can be placed in a footnote.

Examples:

(Gémar, 2015)   (Duarte et al., 2002, pp. 11-12)

(Font, 2007, p. 33)   (Scott 2016a, 2016b)

(Hale, 2011; Wallace, 2015)   (Tribe & Tunariu, 2009)

According to the APA Style Guide, the format of the author element of the in-text citation changes depending on the number of authors:

Table 2

Author element of the in-text citation

Author type	Parenthetical citation	Narrative citation
One author	(Luna, 2020)	Luna (2020)
Two authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or more authors	(Martin et al., 2020)	Martin et al. (2020)
One author, two surnames	(Orozco-Jutorán, 2017)	Orozco-Jutorán (2017)
	(Torres Cacoullos, 2012)	Torres Cacoullos, R. (2012)
	(Von Thiele Schwarz, 2015)	Von Thiele Schwarz, U. (2015)
	(Sala-i-Martín, 1994)	Sala-i-Martín (1994)…
Multiple citations	[...] (Surrallés, 2009; Merino, 2018).	Surrallés (2009) and Merino (2018) report [...]
	(Ortí, 2016, 2020)	Ortí (2016, 2020) assumes...

Source. Adapted from APA Style Guide, 7th edition.

Parenthetical citations with two authors use the ampersand sign (&), with no comma before the ampersand sign between the authors.

The author's name should be written exactly as it appears on the published work, including hyphenated surnames and two-part surnames. The names in the reference list entries and in the in-text citations should match the name on the works being cited.

In case of divergences between these guidelines and the APA Style Guide, this manual prevails.

References

Authors must include a reference section at the end of the article, containing the works cited in the article, following the APA citation style. Their reference examples guide might be useful.

Some exceptions are made to the APA recommendations, for example:

- ✓ The *Revista de Llengua i Dret* **does not use initials for the author's name**, in order to contribute to the visibility of women in research and knowledge transfer.
- ✓ **Hyperlinks must be inserted to anchor text** rather than pasting the URL on the page. Use relevant text for your anchors and not generic terms.

In case of divergences between these guidelines and the APA Style Guide, this manual prevails.

Books

Cabré Castellví, Maria Teresa. (1992). *La terminologia: la teoria, els mètodes, les aplicacions*. Empúries.

Alcaraz, Enrique, & Hughes, Brian. (2002). *Legal translation explained*. Routledge.

Chapters

Somers, Margaret R., & Gibson, Gloria. (1994). Reclaiming the epistemological 'other': Narrative and the social constitution of identity. In Craig Calhoun (Ed.), *Social Theory and the Politics of Identity* (pp. 37-99). Blackwell.

Cepiku, Denita, & Meneguzzo, Marco. (2020). Public Administration in Italy. In Geert Bouckaert & Werner Jann, *European Perspectives for Public Administration* (pp. 388-402). Leuven University Press.

Articles in journals

Viterbo, Annamaria. (2020). The PSPP Judgment of the German Federal Constitutional Court: Throwing sand in the wheels of the European Central Bank. *European Papers, 5*(1), 671-685.

Pisani-Ferry, Jean. (2020). European Union recovery funds: strings attached but not tied up in knots. *Policy Contribution*, *19*.

Tribe, Rachel, & Tunariu, Aneta. (2009). Mind your language: working with interpreters in healthcare settings and therapeutic encounters. *Sexual & Relationship Therapy*, *24*, 74-84. https://doi.org/10.1080/14681990802666023

Please note that *Revista de Llengua i Dret* exceptionally cites its issue number **in italics**:

Boginskaya, Olga. (2021). Popularization strategies as discursive tools to mediate legal knowledge in online forums. *Revista de Llengua i Dret, Journal of Language and Law*, *76*, 169-185. https://doi.org/10.2436/rld.i76.2021.3602

Newspaper articles

Roberts, Siobhan. (2020, April 9). Early string ties us to Neanderthals. *The New York Times*.

Dissertations and theses

For dissertations and theses, the *Revista de Llengua i Dret* does not follow the APA style. The following style should be applied:

Monzó Nebot, Esther. (2002). *La professió del traductor jurídic i jurat. Descripció sociològica de la professió i anàlisi discursiva del transgènere* [Doctoral dissertation]. Universitat Jaume I.

Zambrano-Vazquez, Laura. (2016). *The interaction of state and trait worry on response monitoring in those with worry and obsessive-compulsive symptoms* [Doctoral dissertation]. University of Arizona. [UA Campus repository]

Harris, Leslie. (2014). *Instructional leadership perceptions and practices of elementary school leaders* [Unpublished doctoral dissertation]. University of Virginia.

Blog posts

The APA recommends not writing *[blog]* in blog posts (unless it is part of the official name: *Blog de la Revista de Llengua i Dret*).

Llabrés Fuster, Antoni. (2022, May 5). El model lingüisticoeducatiu de les Illes Balears a la cruïlla. *Blog de la Revista de Llengua i Dret*.

Jiménez Asensio, Rafael. (2022, March 13). Gestión pública, la gran asignatura pendiente de la política. *La mirada institucional*.

Conference presentations

Describe the presentation in square brackets after the title. The description is flexible: [Conference session], [Paper presentation], [Poster session], [Keynote address].

Armangué, Joan, & Carbonell, Jordi. (2000, June 2-3). *La llengua catalana a Sardenya* [Paper presentation]. Jornades de la Secció Filològica de l'Institut d'Estudis Catalans a l'Alguer, Alghero, Italy.

Conventions, treaties, pacts, agreements, international protocols

Council of Europe. (1953). European Convention on Human Rights.

Bibliographic and legal references

We use the author-date citation system to cite references in the text in APA Style. However, legal references are more complicated to cite.

As we have already explained in "Translations", legislation and case law should be translated into English. The most important thing is to be able to identify the document, so it can be accessed if necessary. For in-text citations, it is recommended to cite the document type, its number, along with a year and a country of reference (if necessary). Links can be used too.

In-text example:

> In Spain, the Government imposed strict lockdown measures including a nationwide curfew by declaring a "state of alarm" in March 2020, which was extended in October 2020 (Spanish Royal Decree No. 926/2020).

References example:

> Royal Decree No. 926/2020, of 25 October, declaring a state of alarm to contain the spread of infections caused by SARS-CoV-2 (Real Decreto 926/2020, de 25 de octubre, por el que se declara el estado de alarma para contener la propagación de infecciones causadas por el SARS-CoV-2).

For legal and bibliographic references, one of these methods may be used:

1) Separate sub-sections for bibliographic (author-date) and legal references.

2) Bibliographic (author-date) and legal references listed together, in alphabetical order, in one reference list.

3) Bibliographic references (author-date) listed in the reference list, and legal references cited in the footnotes (or in the text). Please note footnote references are limited to the legal references, and only if the text's readability can be ensured. Should the text be too complex to follow, method 1 or 2 would be preferable. As said, links can be used too.

Consistency should be considered, making sure the reader will have all necessary information.

Examples:

- ✗ [...] the articles of the Directive (2009)
- ✓ [...] the articles of the Directive 2009/147/CE.
- ✓ [...] the articles of the Directive on the conservation of wild birds (2009) ensure...

Footnote or references citation:

- ✓ Directive 2009/147/EC of the European Parliament and of the Council of 30 November 2009 on the conservation of wild birds. (OJ L 20, 26.01.2010, pp. 7–25).

More information:

- APA Format Citation Guide

- Blog APA style