

---

# Instructions for contributors

1. *ESP Across Cultures*, Journal of the University of Foggia, Italy, is published under the supervision of its Chief Editor and Assistant Editor (henceforth referred to as 'the editors'), assisted by an Editorial Board for the evaluation of the papers submitted for publication.
2. Save for exceptional cases and at the discretion of the editors, articles submitted for publication must be unpublished works, and shall not have been simultaneously submitted to other journals. *ESP Across Cultures* retains full copyright on the published papers.
3. In order to ensure a wide international readership, *ESP Across Cultures* accepts only articles written in English.
4. All contributions should be submitted to the editors in 2 copies (one copy to each editor), together with the corresponding illustrations (graphs, tables, photographs, etc.). In the final version, the articles will be accepted only as an attachment to an e-mail message to the editors.
5. All contributions will be submitted to the evaluation of the editors. Individual members of the Editorial Board will be asked to give their evaluation on individual proposals for publication, and all members of the Editorial Board will be informed in advance of the articles scheduled to appear in each issue, together with an abstract of each article. The identity of the members of the Editorial Board assessing the articles will be kept confidential. Experts not on the Editorial Board may sometimes be asked to referee papers.
6. The authors bear full responsibility for the opinions expressed in their respective articles, which do not necessarily reflect the position of the editors or of the Editorial Board.
7. The originals (including floppy disks) and the illustrations will not be returned to the authors, unless expressly requested.
8. Each author is entitled to receive one copy of *ESP Across Cultures* and reprints of his/her published article may be downloaded free of charge.
9. The original is to be presented in the following order: title, name(s) and surname(s) of the author(s), affiliation of the author(s), abstract, text, acknowledgements, references, and appendices.
10. Abstracts should be 250-300 words. Articles should normally be 3,000-5,000 words (including abstract, footnotes, references and appendices).
11. All manuscripts of the final version of the article must be word-processed in Times New Roman font, double spaced throughout on A4 paper (21cm x 29.7cm), justified, with the following set margins:  
Page set up: Top 3; Bottom 3; Left 3; Right 3.  
No set spaces between paragraphs. Page numbers on all pages (position: bottom of page: alignment: centre, font 12). Indent each new paragraph (but not the first line of the Abstract). Set the left tab stop at 0.5cm.

---

# Format of the article

<b>Header</b>	Title of the article (font 11, italic, align left – not on first page)
<b>Title</b>	Font 14, bold, centre
<b>Name &amp; Surname</b>	Font 12, centre
<b>Affiliation</b>	Font 12, italic, centre
<b>Abstract</b>	Font 12
<b>Main headings</b>	Font 12, bold
<b>Body text</b>	Font 12. Quotations included in double inverted commas. Italics to indicate foreign words and neologisms.
<b>Footnotes</b>	Font 11. Footnotes are to be numbered consecutively throughout the article. Footnotes should appear at the end of each page, not as end-notes.
<b>Tables &amp; Figures</b>	They are each to be numbered consecutively to correspond to the order in which they are referred to in the text of the article. Each table and figure must carry a title and should appear in the main body of the text.
<b>Bibliography</b>	Font 12. Only include in the references section works actually cited in the body of the text. Bibliographical references in the body of the text should be limited to the indication of the author's last surname and the date (year) of publication. In case of more than one publication of the same author with the same date, add an alphabetical sequence (1993a, 1993b, etc.). References, to be inserted at the end of the text, shall be structured as follows:  <i>Books as a whole</i> - author(s)'s name(s), date of publication, title (in italics), place, publisher;  <i>Books referred to in part</i> - author(s)'s name(s), date of publication, title of the article, chapter or essay (no special marking), the preposition "In" followed by the references as indicated immediately above, page numbers;  <i>Article published in a journal</i> - author(s)'s name(s), date of publication, title of the article (no special marking), name of the journal (in italics), volume and number of the journal, and page numbers.