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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 Save for exceptional cases and at the discretion of the editors, articles submitted for publication must be unpublished works, and shall not have been simultaneously submitted to other journals.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.
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4. All contributions should be emailed 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 email message to the editors.
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8. 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.
9. Abstracts should be 250-300 words. Articles should normally be 3,000-5,000 words (including abstract, footnotes, references and appendices).
10. All manuscripts of the final version of the article must be word-processed in Times New Roman font, double spaced and 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

| | |
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| Header | Title of the article (font 11, italic, align left – not on first page) |
| Title | Font 14, bold, centre |
| Name & Surname | Font 12, centre |
| Affiliation | Font 12, italic, centre |
| Abstract | Font 12 |
| Main headings | Font 12, bold |
| Body text | Font 12. Quotations included in double inverted commas. Italics to indicate foreign words and neologisms. |
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