

Title of the article: only the first letter in capitals, centralized, bold, times new roman font 12

First author's full name, author's affiliation, centralized, bold, Times New Roman font 10
Second author's full name (if any), author's affiliation, below the first author, centralized, bold, Times New Roman font 10

Abstract

The abstract must be in Times New Roman Font 11, single spacing. The abstract is between 150-250 words.

Keywords: put three to seven keywords separated by a semi-colon and listed in alphabetical order.

1. First section

The titles of the sections must be numbered. They must be in **bold** and only the first letter in capitals. The whole body of the text, the titles of the sections, and the titles of the subsections must be in Times New Roman font 11, single spacing. For highlighted parts, it is recommended to use *italics*. However, authors may also use **bold** or underline as necessary.

All paragraphs must start with a tab stop 1.25 cm (i.e. press <TAB>). The paragraphs must always be justified. The pages must **NOT** be numbered. Please setup the page as follows: paper size A4, margins 3 cm (top, left, bottom, right. The total number of words (from the first section to the last section) is between 2,500 to 3,500 words.

1.1 Quoting not more than three lines

For an in-text citation, i.e. not more than three lines, the following model must be used. Tono (2001: 161) states that when dictionary users are presented with several definitions, they tend to choose the first definition. For direct quotations, the text must be between quotation marks.

1.2 Quoting more than three lines

Quotations longer than three lines must be 1.5 cm from the left, as the following example. Hartmann and James (2002: 1) define an abbreviation as follows:

A shortened form of a word, phrase or term which represents its full form. Abbreviations can be subdivided into 'clippings' (*vet* for *veterinary surgeon*), 'contractions' (*don't* for *do not*), 'acronyms' (*EURALEX* for *European Association for Lexicography*), 'initialisms', 'aerophones' or 'alphabetisms' (*DRC* for *Dictionary Research Centre*, *VIP* for *very important person*) and 'blends' (*brunch* for *breakfast/lunch*).

2. Graphics, tables and illustrations

The graphics, tables and illustrations must appear centralized and their legend must be **under** them. They also must be numbered. The title of the legend must be in Times New Roman font 11, in **bold**. The text must be also in font Times New Roman font 11. The first row of a table can be made in **bold**, if necessary. See Table 1, as an example.

Data	Data	Data
Xxxxx	Xxxx	Xxxx
Xxxxx	xxxxxxx	xxxxxxx

Table 1: This is an example

References

The references must be in alphabetical order. The next line is with a hanging indent of 1.25.

(Books)

Last name, First name initial. Year of publication. *Name of the book in italics, even after the colon*. City of publication: Publisher.

Atkins, B. T. S. and Rundell M. 2008. *The Oxford guide for practical lexicography*. Oxford: Oxford University Press.

Tono, Y. 2001. *Research on dictionary use in the context of foreign language learning*. Tübingen: Niemeyer.

(Chapters from books)

Last name, First name initial. Year of publication. Title of the chapter with no highlighting. In Last name, First name initial (ed.). *Title of the book in italics*. City of publication: Publisher, page numbers.

Hanks, P. 2006. Definition. In Brown, K (ed.). *Encyclopedia of Language and Linguistics*. Amsterdam: Elsevier, 399–402.

(Articles from journals)

Last name, First name initial. Year of publication. Title of the article with no highlighting. *Name of the journal in italics*, Volume(issue), page numbers.

Bergenholtz, H. 2012. Concepts for monofunctional accounting dictionaries. *Terminology*, 18(2), 243-263.

Kwary, D. A. 2012. Adaptive hypermedia and user-oriented data for online dictionaries: A case study on an English dictionary of finance for Indonesian students. *International Journal of Lexicography*, 25(1), 30-49.

(conference proceedings)

Last name, First name initial. Year of publication. Title of the article with no highlighting. *Title of proceedings or Title of conference in italics*. City: Organizer, page numbers.

Lew, R. 2011. User studies: Opportunities and limitations. *Lexicography: Theoretical and practical perspectives*. Kyoto: Asian Association for Lexicography, 7-16.

(webpages)

Webpage title in italics. Available at webpage address. (Accessed date).

The Oxford English Dictionary. Available at <http://oxforddictionaries.com/words/the-oxford-english-dictionary>. (Accessed 27 January 2013).

(dictionaries)

Title in italics, edition. Year of publication. City of publication: Publisher.

Kamus Besar Bahasa Indonesia, 4th ed. 2008. Jakarta: Gramedia Pustaka Utama.