Sample Manuscript Showing Style and Formatting for Journal of Applied Linguistics and Language Research Papers

First Author’s Name

Academic rank, Name of the University, Country

Second Author’s Name

Associate Professor, University of Tehran, Iran

**Abstract**

The abstract should be clear, descriptive and should not exceed 250 words in length. Abstracts are written in 12 pt Gill Sans MT.

Keywords: Keywords should all be written in lowercase letters and separated by commas.

# HEADING ONE

Authors may use this Microsoft (MS) Word template by employing the relevant styles from the Styles and Formatting list which is accessed from the Styles group in the Home ribbon.

The body of the text (Normal Style) should be in Cambria 12, line space 1.15, spacing before is 0pt, spacing after is 10pt. There is no indentation for the first line of a paragraph.

Heading one: (Heading 1 style) Cambria 13, Bold, All in CAPITALS, line space 1.15, spacing before is 0pt, spacing after is 10pt.

## Heading two

Heading two: (Heading 2 style) Cambria 13, Bold, line space 1.15, spacing before is 0pt, spacing after is 10pt.

### Heading three

Heading three: (Heading 3 style) Cambria 13, Bold and italics, line space 1.15, spacing before is 0pt, spacing after is 10pt.

#### Heading four

Heading four: (Heading 4 style) Cambria 13, italics, line space 1.15, spacing before is 0pt, spacing after is 10pt.

**Tables**

Tables are sequentially numbered with the table title and number above the table. Table text (Table Style) should be in Cambria 12, 1.15 line space, 0pt spacing before and after, and the word “**Table**” should be Bold. Tables should not have vertical lines as in the example below.

**Table 1.** Title of the table goes here

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| **Heading of the column** | **Heading of the column** |
| text text text text | text text text text |
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| text text text text | text text text text |

**Figures**

Figures are sequentially numbered starting at 1 with the figure title and number below the figure. Figure titles should be in Cambria 12 and the word “**Figure**” should be Bold.

**Quotations**

Quotation that exceeds more than 30 words should be separately format. Such as:

Four score and seven years ago our fathers brought forth, upon this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal. (Lincoln, 1862, p. 1)

**Citations**

All manuscripts should be formatted using the *American Psychological Association* (APA, http://www.apastyle.org/) citation style, which is used primarily in the social sciences. For additional examples, consult the most recent edition of the Publication Manual of the American Psychological Association. Authors are encouraged to follow the APA style formatting for the same reasons as stated above in the introduction. Some common mistakes are as follows.

*In text citations*

These are citations made within the text itself. For each citation used, please remember to provide an entry on the reference list found at the end of the paper. No extra or unaccounted reference, for this will reflect the quality of your work.

* Dunn & Ritz (2001): Should be Dunn and Ritz (2001), use ‘and’ when naming author(s)’ work. ‘&’ is used only in citations made at the end of the statement such as: (Dunn & Ritz, 2001)
* Dunn, and Ritz (2001): Should be Dunn and Ritz (2001), don’t add a ‘,’ when there are only two authors. ‘,’ is added when there are three or more authors, such as: Dunn, Ritz, and Roberts (2001)
* When citing three of more authors’ work use Dunn (2001) and associates states that … or Dunn et al. (2001) states that …
* Citations can also be placed at the end of the statement, such as: (Dunn, Ritz, & Roberts, 2001)
* ‘;’ is used to separate various works citing the same statement, such as: (Dunn & Ritz, 2001; Roberts, 2005)
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* When citing different works of the same author in the same year, use **a, b, c…** after the year to distinguish each of the entries, such as: (Dunn, 2001a, 2001b). Corresponding entries in the reference list should also reflect the use of **a, b, c**…
* Page number is added when using direct quote, such as: (Dunn & Ritz, 2001, p. 5) or (Roberts, 2005, pp. 1-2)
* Articles with **5** authors or less should be listed on their first occurrence. ‘et al.’ is used in the first occurrence, if the number of authors is greater than **5**, such as: (Dunn, Ritz, Roberts, Chen, Ortiz et al., 2010)
* After the first occurrence, article with 3 authors or more can use ‘et al.’ instead of repeating the authors’ last names, such as: (Dunn et al., 2010)

# References

Authors should follow the APA style formatting for references. During the review process, reviewers have repeatedly mentioned the inaccuracy of the references. Authors please make sure that your references are accurate, for this will reflect the quality of your work. Since, our journal uses *CrossRef cited by linking*; your references will later be uploaded to CrossRef database. Hence, inaccurate references will be rejected, which causes much delay in the publication. Common mistakes made are as follows:

* Authors’ name in general should be in this format (please see figure below).



* Besides PROPER NOUNS. Only the FIRST letter of the article or book title should be capitalized. Such as: Differences in perception of knowledge and skills between academia and industry: Findings from Taiwan.
* For foreign titles, place English translation of the title then original language in **BRACKETS**. Such as: Adding value: Learning communities and student engagement [In French].
* Journal names and volume number should be in italics and capitalized, while issue numbers in parenthesis, followed by the page numbers. Such as: *International Journal of Information Management, 23*(6), 507-522.
* Note the **CAPITALIZATION** used.



* Book titles should be in italics, with the city and publisher provided. Such as: *Doing school: How we are creating a generation of stress-out, materialistic, and uneducated students*. New Haven, CT: Yale University Press.
* Volume number should be written in parenthesis after the book title. Such as: *How college affects students: Findings and insights from twenty years of research* (Vol. I).
* Edition number should also be written in parenthesis after the book title. Such as: *Research methods in education* (5th ed.).
* For foreign titles, place English translation of the title then original language in **BRACKETS**. *Educational research: An introduction* [In Spanish]
* For authors who are not people, use the organization’s name. Such as: National Survey of Student Engagement. (2006). *Viewpoint*. Bloomington, IN: Center for Postsecondary Research School of Education.
* Note the **CAPITALIZATION** used.



* For edited books add ‘(Ed.)’ for single editor and ‘(Eds.)’ for more than 1 editor. Such as: Blevins, W. (Ed.).
* For book chapters (or book sections), please remember to include the pages. Such as: Connell, J. P., & Wellborn, J. G. (1991). Competence, autonomy, and relatedness: A motivational analysis of self-system processes. In M. Gunnar & L. A. Sroufe (Eds.), *Minnesota symposium on child psychology* (Vol. 23, pp. 43-77). Chicago: University of Chicago Press.
* Note the proper use of **ITALICS**, **COMMA,** and **CAPITALIZATION**.



*Figure 4*. Edited book entries

* For doctoral dissertation or masteral thesis, please use the following: Tsai, S. (1998). *The effects of cooperative learning on teaching English as a foreign language to senior high school students.* Unpublished masteral thesis, National Kaohsiung Normal University, Kaohsiung, Taiwan.
* For webpage, please use the following: National Survey of Student Engagement. (2010). *About NSSE*. Retrieved April 3, 2010, from <http://nsse.iub.edu/html/about.cfm>
* Note the proper use of **DATE ACCESS**, **ITALICS**, **COMMA,** and **CAPITALIZATION**.
* For conferences, please use the following: Mok, K. H. (2006, January 13-14). *Questing for internationalization of universities in East Asia: Critical reflections.* Paper presented at the International Symposium, Osaka University, Japan.
* Note the proper use of **CONFERENCE** **DATE**, **ITALICS**, **VENUE,** and **CAPITALIZATION**.

For the other reference, please check APA website.