

PAGE 1

Put Title Here in 14 Point

Name of Author (First Middle Last)

Affiliation in Italics

Contact information:

Address

Telephone/Fax

Email address

Acknowledgments (if any)

Acknowledgments come at the end of the article, but before the biography. These should be in italics.

Do not acknowledge the editors of *JALT Journal*.

Author Biography

*The author, or authors, names are in italics. First name / middle name / last name. Do **not** use any titles or degrees (e.g., Dr., PhD, Professor).*

Follow with their biographical information, **25 words or less**. This should be written in the third person.

PAGE 2

Abstract

English abstract goes here.

Example:

Abstract

Molestie quis eu. Duis augue et eu qui iusto, consequat dolore. Wisi ut augue dolore ea consectetur dignissim at dolor te iriure at, tation quis nulla facilisi eu. Nostrud aliquip facilisi autem diam. Elit volutpat veniam commodo hendrerit duis lobortis tation dolor, sit magna facilisis. Dolor ad dolor esse augue ad tation. Ex esse iriure delenit praesent, adipiscing iriure, ut. Zzril facilisi, et consectetur vel ad consequat lorem praesent facilisis.

Details

1. Length

Article abstracts about 150 words (or less).

Research Forum and Perspectives articles about 100 words.

2. Format

Font: Use Times or Times Roman, 12 point

Line spacing: single

Do not indent.

Flush left. Do not justify.

PAGE 3

Japanese abstract goes here.

Example:

Abstract

あいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめもやゆよらり
るれろわをんあいうえおかきくけこさしすせそたちつてとなにぬねのはひふへほまみむめ
もやゆよらりるれろわをんあいうえおかきくけこさしすせそたちつてとなにぬねのはひふ
へほまみむめもやゆよらりるれろわをんあいうえおかきくけこさしすせそたちつてとなに
ぬねのはひふへほまみむめもやゆよらりるれろわをん。

Details

1. Length: The abstract should be about 400 *ji* long or less.
2. Format
 - Font: Use MS Mincho, 12 point
 - Line spacing: single
 - Do not indent

Note:

For articles in Japanese, the first abstract is in Japanese. It should be followed by an English summary of 500-750 words instead of an abstract. In the case of a Review in Japanese, include an English summary of about 100 words.

PAGE 4 and following

Include Title Again Here

Begin article here. Do not indent the first paragraph of the article. The same applies to Japanese language articles.

Indent all the following paragraphs (USE TABS FOR INDENTS, NOT SPACES OR AUTOMATIC INDENTS).

Spacing: 1.5 lines

Level 1 Header: Flush Left, Bold, Title Caps

Level 2 Header: Flush Left, Italics, Bold, Title Caps

Level 3 header: Flush Left, Italics (Title Caps)

Articles can continue following any of the above head styles.

Title caps means to capitalize the main words in all headings: nouns, adjectives, adverbs, pronouns, and all words of four letters or more. When a capitalized word is a hyphenated compound, capitalize both words.

Be sure to leave a blank line before any new heads.

General Style

The *JALT Journal* follows the *Publication Manual of the American Psychological Association*, 6th edition (available from APA Order Department, P.O. Box 2710, Hyattsville, MD 20784, USA; by email: <order@apa.org>; from the website: <www.apa.org/books.ordering.html>).

Specifics follow.

Numbers

The general rule is that numbers one through nine are written in words, while numbers 10 or above are written in numerals. This rule applies to both cardinal and ordinal numbers.

Exceptions to the rule

(1) If a sentence begins with a number, the number is written in words. You should try to reword sentences to avoid beginning a sentence with a large number. For example, instead of “Four hundred thirty seven students were participants in the study” rewrite to “Participants in the study were 437 students.”

(2) If you are reporting any unit of measurement, the number is written in numerals, even if it is 1 through 9. For example, a 4 cm dose, 1 mm, 6 s, a 3 lb. cheese

(3) Numbers that represent time, dates, and ages are all written in numerals. For example, an 8-year-old boy, in 3 days, 2 hr 6 min 3 s, 1st-year students.

(4) Numbers for a specific number of participants or subjects are written in numerals. For example, 4 participants.

Quotations

A quotation of not more than about 40 words should be in continuous text, identified by “Double quotation marks; we never use ‘single quotation marks’ unless they are necessary to distinguish text that is already inside double quotation marks.”

A quotation of more than about 40 words should be inset, as a block quotation; quotation marks are then not used.

All quotations should be cited with references, from the reference list. Include page number(s).

Tables or Figures

For Tables or Figures, put the Table in a separate file so the typesetter can place it in the most appropriate spot if the manuscript is accepted.

Then write:

Insert Table/Figure Near Here

Table inserts should be indicated either before or after a paragraph. Don’t put them inside a paragraph, as this will make it difficult to insert the table in the best possible position.

Tables should not be laid out in spreadsheet programs.

Tables may be placed in cells using the table function of your word processor. Alternatively, they may be typed in a word processing program, with TABS—NOT SPACES—used to separate columns.

Reference Citations (In Text)

When you cite a previously published author, do so in the main body of your text.

For example, you could write that, according to Jefferson and Adams (2008), students tend to learn better if they listen during lessons. In this case, when the names cited are not enclosed in brackets, use “and”; do not use “&”.

However, you could also mention that students are more inclined to listen if the lesson is interesting (Jefferson & Adams, 2008). In this case, when the names are enclosed in brackets, use “&”; do not use “and.”

When the quote is indirect, as above, it is not necessary to include the page number.

When you use a direct quote, the page number must appear in the citation. For example, “Children don’t listen at all if they are hungry” (Jefferson & Adams, 2008, p. 123). Alternatively, as Jefferson and Adams (2008) pointed out, “children don’t listen at all if they are hungry” (p. 123).

Always place the punctuation of the sentence following the final parenthesis of the citation.

Making Changes From the Original Source

To fit a quotation with your own wording, you can change the first letter of a quotation to an uppercase or lowercase letter and you can change the end punctuation mark. You do not need to acknowledge these changes. Any other changes should be shown with brackets.

Omissions need to be acknowledged with ellipsis points. Use three spaced periods (. . .) to indicate material you have omitted from a sentence in the original source. Use four periods if the omission includes one or more complete sentences (three for the ellipsis and the fourth for the period at the end of the sentence).

Do not use ellipsis points at the beginning or end of a quotation unless, for clarity, you need to show that the quotation begins or ends in the middle of a sentence.

Authors in citations

If there are two authors, cite both every time. Do not use “et al.”

If there are up to and including five authors, cite all of them the first time. For example, it has been shown by careful research that students are more likely to be interested if they are not hungry (Harrison, Jackson, Madison, Monroe, & Tyler, 1999). If you then go on to refer again to the same work, cite only the first author, and use “et al.” For example, it is also now well understood that students are more likely to look out of the window if the sun is shining brightly (Harrison et al., 1999).

If there are six or more authors, cite only the first author, followed by “et al.” and the year, each time including the first. In your reference list, name all authors.

If the same author has two works in the same year, refer to them as (Washington, 1994a), then Washington (1994b) by their order in the reference list.

For multiple sources in the same citation, list them alphabetically as in the reference list, NOT chronologically, and separate with semicolons (Author, 1995; Poet & Scholar, 2009; Writer, 2004).

Notes

If you have supplementary information to convey, you can do so in an endnote. Each endnote should contain just one idea. Number the notes consecutively, using superscript numbers.

DO NOT USE FOOTNOTES.

Enter the endnotes as regular text in the appropriate location (immediately following the the article, before the author's biography.) Do not format by using the "Notes" function in your word processing program.

References

In General

Only the authors referred to and cited in the article should appear in the references.

All the citations in the article must appear in the references.

References must appear alphabetically.

When formatting, all lines of the reference should be aligned with the left margin. Do not indent and do not add an extra return between items.

In the case of two or more authors, there should be a comma before the ampersand. (e.g., Winken, & Blinken).

Page numbers are written in full: pp. 553-563 (not pp. 553-62).

For a Journal Article

Last name, Initial/s. (Year). Article title in sentence case: Capitalize first word after a colon. *Journal Title Uppercase and Italics, Volume number in italics*(Issue if journal paging is not consecutive as in *TLT*), page-page.

Examples:

Cohen, A. D., & Hosenfeld, C. (1981). Some uses of metalinguistic data in second language research. *Language Learning, 31*, 285-313.

Kern, J. Y. (2009). To follow or to flout? Communicative competence and the rules of turn taking. *The Language Teacher, 33*(9), 3-9.

For an Article in a Book

Last name, Initial/s. (Year). Article title in sentence case: Capitalize first word after a colon. In Editor's initials. Last name (Ed.), *Title of book in italics*, (pp. page-page). City: Publishing Company.

Examples:

Eskey, D. E., & Grabe, W. (1988). Interactive models for second language reading: Perspectives on instruction. In P. L. Carrell & D. Eskey (Eds.), *Interactive approaches to second language reading* (pp. 223-238). New York: Cambridge University Press.

Goodman, K. S. (1973). Psycholinguistic universals of the reading process. In F. Smith (Ed.), *Psycholinguistics and reading* (pp. 21-29). New York: Holt, Rinehart, and Winston.

For a Book

Last name, Initial/s. (Year). *Title of book in italics*. City: Publishing Company.

Examples:

Rivers, W. M. (1981). *Teaching foreign-language skills* (2nd ed.). Chicago: University of Chicago Press.

O'Malley, J. M., & Chamot, A. U. (1990). *Learning strategies in second language acquisition*. Cambridge: Cambridge University Press.

Foreign Language Texts

Book:

Last name, Initial/s. (Year). *Title in foreign language in italics* [Title in English in sentence caps]. City: Publishing Company.

Chapter in book:

Last name, Initial/s. (Year). Title in foreign language [Title in English in sentence caps]. In Editor's initial/s. Last name (Ed.), *Title of book in italics* (pp. page-page). City: Publishing Company.

Examples:

Pena, M. (1989). *Historia de la literatura mexicana* [History of Mexican literature]. Mexico City: Alhambra Mexicana.

Matsubara, T. (1991). Bunsho dokkai no strategy [Reading comprehension strategies]. In Y. Ito (Ed.), *Recent studies of English language teaching* (pp. 125-136). Tokyo: Yumi Shobo.

Presentations

Last name, Initial/s. (Year). Presentation title in sentence case: Capitalize first word after a colon. Paper presented at Event Name, Event Place.

Example:

Thain, L. (2009). Rhythm, music, and young learners: A winning combination. Paper presented at JALT2009, Shizuoka, Japan.

ERIC publication

Last name, Initial/s. (Year). *Title of document in italics with sentence capitalization: Capitalize first word after a colon.* City: Publisher. (ERIC Document Reproduction Service No. EDxxxxxxx)

Bingman, M. B. (2002). *Documenting outcomes for learners and their communities: A report on a NCSALL action research project.* Boston: National Center for the Study of Adult Learning and Literacy. (ERIC Document Reproduction Service No. ED465868)

Note: The reference is the same as for a book, with the addition of the ERIC document number, no period after it.

Internet

The following are basic examples.

Online periodical

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical in Italics*, vol. #, article #. Retrieved from source.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Online document

Author, A. A. (Year). *Title of work in italics.* Retrieved on date, from source.

GVU's 8th WWW user survey. (n.d.). Retrieved March 8, 2010, from
<http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Note: Include date of retrieval if information on webpage is liable to change.

Appendices

Appendices either come here or are placed in a separate file if they require odd formatting. In the second case, write:

Place Appendix Here

If there are more than one appendix, label them consecutively using upper case letters, e.g. Appendix A, Appendix B, etc.