

**Put Title Here in 14 Point**

**Name of Author (First Middle Last)**

*Affiliation in Italics*

After the title, author names, and affiliation(s), put the English abstract, followed by the Japanese abstract. Do not label them as abstract. Refer to a recent issue of *JALT Journal* for examples. The Japanese abstract should be an accurate translation of the English abstract. Article abstracts should be 150 words or less. Research Forum and Perspectives abstracts should be 100 words or less. Use Times or Times Roman, 12-point, the same as for the article. Use single-spacing. Do not indent. Flush left. Do not justify. The Japanese abstract should be 400 characters or less. Use MS Mincho font, 12-point. Use single-spacing. 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.

Following the Japanese translation of the abstract, include between two and five keywords, in alphabetical order, separated by a semi-colon. The use of keywords is a new addition to *JALT Journal*, so articles in past issues may not contain them.

Keywords: abstract; American Psychological Association; reference list; style guide

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

Indent all the following paragraphs (USE TABS FOR INDENTS, NOT SPACES OR AUTOMATIC INDENTS). Use 1.5 spacing. Do not insert a blank line between paragraphs.

**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 header styles. Do not indent the first paragraph following a header.

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 headers.

**General Style**

The JALT Journal follows the Publication Manual of the American Psychological Association, 7th edition.

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***

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.”

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.

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. However, use words for approximate times.

Use numerals for parts or chapters.

### ***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***

Tables and figures should appear in the text in the appropriate location. For all images, as well as for graphs made in Excel, they should also be sent as a separate file in the original format (i.e., not as a Word file).

Tables should not be laid out in spreadsheet programs. Tables should not be images. Construct tables using the table function of Microsoft Word.

Use title case for table headers. Use sentence case for figure headers. All tables and figures must be referenced in the text.

### ***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, except in the case of block quotes.

### ***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 in the text to reference each note.

**DO NOT USE FOOTNOTES.**

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

### **Acknowledgments**

Acknowledgments, if any, come at the end of the article, but before the biography. Do not acknowledge the editors of JALT Journal or the anonymous reviewers.

The author's, or authors', names are in bold. First name / middle name / last name. Do not use any titles or degrees (e.g., Dr., PhD, Professor). Follow with biographical information, 25 words or less for each author. This should be written in the third person.

### **References**

#### ***In General***

Only works cited in the article should appear in the references. Each work cited 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).

Include the doi for any reference that has a doi. Preface the doi with: <https://doi.org/>

#### ***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 number in parentheses, page-page. doi

Examples:

Hauser, E. (2015). Private speech as social action. *Language and Sociocultural Theory*, 2(2), 119-138. <https://doi.org/10.1558/lst.v2i2.26615>

Leyland, C., Greer, T., & Rettig-Miki, E. (2016). Dropping the devil's advocate: One novice language tester's shifting interactional practices across a series of speaking tests. *Classroom Discourse*, 7(1), 85-107. <https://doi.org/10.1080/19463014.2015.1100129>

***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, Country or State Abbreviation (for the US), except for Tokyo: Publishing Company.

Example:

Kasper, G. (2013). Managing task uptake in oral proficiency interviews. In S. J. Ross & G. Kasper (Eds.), *Assessing second language pragmatics* (pp. 258-287). New York, NY: Palgrave Macmillan.

***For a Book***

Last name, Initial/s. (Year). *Title of book in italics*. City, Country or State Abbreviation (for the US), except for Tokyo: Publishing Company.

Example:

Heritage, J. (1984). *Garfinkel and ethnomethodology*. Cambridge, England: Polity.

***Foreign Language Texts***

For Japanese references, put the original title in Japanese script, not Roman characters.

*Book:*

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

*Examples:*

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

Nishizaka, A. (2001). *心と行為* [Mind and action]. Tokyo: Iwanami.

Kushida, S. (2005). 参加の道具としての文 [Sentence as a tool for participation]. In S. Kushida, T. Sadonobu, & Y. Den (Eds.), *活動としての文と発話* [Sentence and utterance as activity] (pp. 27-62). Tokyo: Hitsuji.

#### *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.

#### ***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.

#### *Example:*

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and wellbeing. *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 from source.

#### *Example:*

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

Note: Include date of retrieval if information on webpage is liable to change (e.g., MEXT documents).

Appendix A

*Where Appendices Appear*

Appendices come here. The title of the appendix should be in italics and title case.

Appendix B

*For Multiple Appendices*

If there is more than one appendix, label consecutively using upper case letters, e.g., Appendix A, Appendix B, etc. All appendices must be referenced in the text.