

How to Format a *JALT Journal* Full-Length Article (Title)

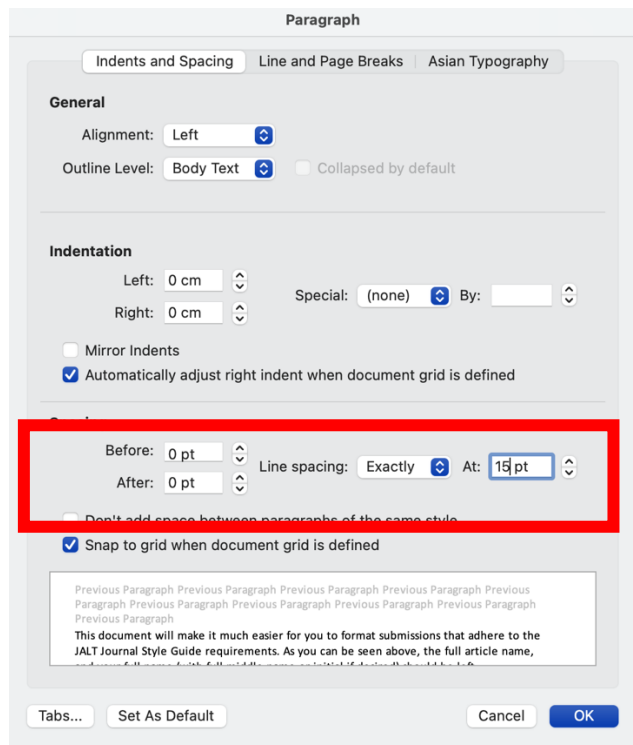
Your Full Name (without titles and degrees)

Your Affiliation(s)

This document will make it much easier for you to format submissions that adhere to the *JALT Journal* Style Guide requirements. As can be seen above, the full article name, and your full name (with full middle name or initial if desired) should be left justified in 14-point font, Times New Roman, and bolded. Your affiliation should be in italics directly below your name. The English abstract is written underneath your name and affiliation(s) in single spacing (or “Exactly 15 points” as shown in Figure 1 below), in 12-point Times New Roman, and must not exceed 150 words for full-length articles. For *Research Forum* and *Perspectives* articles, the English abstract should be 100 words or less. As for Japanese abstracts, which should follow directly below the English abstract, the length should be 400 or less characters, MS Mincho font, 12-point font, with single spacing, and no indent. Notice, too, this abstract does not use the section header, “Abstract.”

Figure 1

Screen caption of Mac paragraph formatting (Word menu: Format → Paragraph) for setting spacing to “exactly 15 points”



Note. Figures are left justified and should never be placed immediately after the abstract. Furthermore, notes under Figures and Tables may have more than one sentence, but the entire note must be formatted to be Times New Roman 10 point font and spaced exactly at 15 points.

ここに英文抄録の日本語訳を 400 文字以内で書いてください。上記で指定したフォントサイズとフォントタイプを使用してください。日本語のアブストラクトがシングルスペースであり、アブストラクトがインデントされていないことを確認してください。

Keywords: Write include up to five keywords, in alphabetical order, separated by a semi-colon, and—to the extent possible—use words and phrases that are not included in the title.

Begin the article here. The section header, “introduction,” is not needed. If the introduction is divided into sections, each section following the first should be treated as a subsection, with a level-two heading. At this point, you will need to have already confirmed that you have set the layout requirements for the page. Firstly, as far as the margins are concerned, please ensure that they are 2 cm on the left and right sides and that the header and footer 1.5 from the edge. Secondly, as far as the line spacing is concerned for the main text of the article, make sure that it is left-aligned, line-spacing is 1.5 (use “Exactly” 20 pts), and turn on “Snap to grid when document grid is defined.” Turn on “Specify line grid” and set to 34 lines per page. You can change to these settings by going to Layout>>Margin on the menu of your Word Software. You can also make the line spacing settings by clicking on the Line spacing icon and selecting “Line spacing options” on Word. Please note that this template is already formatted using the requirements we suggest, which will make formatting for you much easier!

Notice that when a new paragraph begins, the first line of the paragraph has a “tab” space to indent it. Please make sure that this is done for all new paragraphs after the first paragraph following a first-level header (See the next section below). In general, and with exception to the spacing, font, and margin adjustments mentioned above, make sure that the manuscript conforms to APA 7 and this style guide. If the editor feels that the manuscript does not adequately conform to APA 7 and this style guide, the manuscript may be returned to the corresponding author for further formatting.

General Formatting Issues

With respect to headings, make sure that all level headings follow the APA 7 guidelines. If you have any doubts about how the headings change according to the level, check the APA 7 website for more guidance and details, or check the APA Publication Manual (American Psychological Association, 2020). Check headings. All headings and subheadings, including Notes, References, and Appendix/Appendices, are treated as a section heading.

Tabs, Spaces, and Research Questions

Check that there is a single tab at the start of each paragraph, except for the abstract, and immediately after a first-level heading. Use only one space, not two spaces, after the punctuation ending a sentence. However, the last sentence of a paragraph does not have a space following its final punctuation..

Check that the research questions, if any, are labeled RQ1, RQ2, etc. If there is only one, label it RQ. There should be no heading or subheading for the research questions. Indent the first line of each research question, including the label, and indent each subsequent line once more. You can use “tab” to do so, but make sure all lines of the question line up with the leading “RQ” as below:

RQ 1. Write the research question here and make sure that the subsequent lines of the question align with the indent.

RQ 2. Write the research question here and make sure that the subsequent lines of the question align with the indent.

Tables and Figures

Check Tables and Figures and make sure they are numbered, even if you only have one. Also check that each Table and Figure is referred to in the text at least once, preferably near where it is situated in the article. Check that Table and Figure titles conform with APA 7. If you include a note under a Table or Figure, make sure that the way it is used conforms with APA 7. This information can be found in the APA Publication Manual (American Psychological Association, 2020). With respect to line spacing for Table and Figure titles, notes, and the line spacing of Table’s content should be single (use “Exactly 15 points”). All Tables and Figures, including transcripts, should be in the text, not at the end. They should not be images. If you are ever uncertain about Tables and/or Figures, consult any *JALT Journal* issue later than (and including) volume 43(1) to get a general idea of how to organize them.

Quotations and Block Quotes

A quotation less than 40 words should be placed within a paragraph, 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, unless the quote is from a participant in your study. Include page

number(s) if it is a block quote from a source. If it is a block quotation of primary data (e.g., interview quote), do not forget to include the pseudonym of the interviewee. State in the text that they are quotations from interviewees. Make sure there is one blank space between the regular text and the block quote, and place the final punctuation at the end of the final sentence rather than after the reference. Please see below for an example of a block quote (and more information on how to format quotations from research participants):

When quoting research participants, abide by the ethical agreements regarding confidentiality and/or anonymity between you and your participants. Take extra care to obtain and respect participants' consent to have their information included in your report. You may need to assign participants a pseudonym, obscure identifying information or present information in the aggregate. (American Psychological Association, 2020, p. 278)

Specific Tips for Citation

Below, we would like to provide you with basic formatting requirements as it pertains to citation and referencing. This information can surely be found in the APA 7 Manual; however, it is helpful to remind authors of these basic points.

In-Text Citations

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 “&” without a comma; do not use “and.”

Making Changes to the Original Source

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.

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.

Citing Authors

There have been slight changes to conventions for citing authors. If there are two authors, continue to cite both every time and do not use “et al.” However, if there are three or more authors, cite only the first author, then use “et al.” in-text every time it is cited. For example, in the case of Glasgow, Ng, Matikainen, & Machida (2020), use “Glasgow et al. (2020)”. In your reference list, however, name all authors — up to 20 authors if required.

For multiple sources in the same parenthetical citation, list them alphabetically — not chronologically, and separate with semicolons (e.g., Author, 1994; Interviewer, 1987; Poet et. al, 2010; Scholar and Writer, 2020).

Final Remarks about Word Count

It is important for authors to follow word count requirements as closely as possible. The editors will assist you in doing this. As a reminder, full-length articles must not be more than 8,000 words, including references, notes, tables, and figures. *Research Forum* submissions should not be more than 4,000 words in length. *Perspectives* submissions should not be more than 5,000 words in length. Point-to-Point comments on previously submitted articles should not be more than 675 words in length, and *Reviews* should generally range from 500 to 1,000 words.

Notes

If you have supplemental 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 using superscript¹ in the

appropriate location (immediately following the article, before the author’s biography). Do not use the “Notes” function in Word to format, as the referent note will be placed at the end of the document.

¹This is an endnote formatted for *JALT Journal*.

Acknowledgements

Acknowledgements are written without an indent on the first line. It is common (but not obligatory) for authors to acknowledge whether the research was supported by any grant. Acknowledgements come before the biographies (bios) of the authors. Do not acknowledge the *JALT Journal* editors or the anonymous reviewers here. Directly below, please complete short 25-word bios for all authors and co-authors of the manuscript.

Author is an Assistant Professor in XYZ department at ABC University. His/Her/Their research interests include A, B, and C.

References

It is entirely the author’s responsibility to make sure that all references listed in the manuscript have a corresponding reference in the reference section and vice versa. Failure to do so delays the final revision and proofreading process. References must appear alphabetically with publications from the same author listed chronologically from oldest to newest. When formatting, check that the references are styled correctly in both the body of the text and in the reference section. Following APA 7 guidelines, the author should **add 0.5 cm hanging indents** to the references (see examples below).

In line with APA 7 requirements, please use an *en dash* (–) for all page ranges in chapters and in journal articles. Also, please make sure to use “<https://doi.org>” for all DOI numbers for journal articles.

Journal Article References

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. <https://doi.org/xxxxxxxxxxx> (formatted in the same way as a URL).

Other Examples of Journal Article References

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

Koyama, D., Sun, A., & Ockey, G. (2016). The effects of item preview on video-based multiple-choice listening assessments. *Language Learning & Technology*, 148–165.
<http://llt.msu.edu/issues/february2016/koyamasunockey.pdf>

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>

References For a Chapter 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). Publishing Company.

Other Examples of Book Chapter References

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

Glasgow, G.P., Ng, P.C.L., Matikainen, T. & Machida, T. (2020). Challenging and interrogating native speakerism in an elementary school professional development programme in Japan. In S.A. Houghton, & J. Bouchard (Eds.). *Native speakerism: Its resilience & undoing* (pp. 189–212). Springer.

References For a Book

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

Example of Book Reference

Pennycook, A. (1998). *English and the discourses of colonialism*. Routledge.

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]. Publishing Company.

Government Website: Government Agency. (date). Title in foreign language in italics [Title in English in sentence caps]. *Name of Government Website in Italics*. URL (beginning with https//)

Example of Foreign-language Texts

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). Hitsuji.

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

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

Presentation Reference

Last name, Initial/s. (year, month and first day–last day of presentation) *Presentation title in italics case*. Capitalize first word after a colon. Event Name, Event Place.

Example of Presentation Reference

Thain, L. (2009, November 20–23). *Rhythm, music, and young learners: A winning combination*. JALT 2009 35th Annual Conference on Language Teaching & Learning Educational Materials Expo, Shizuoka, Japan.

For all other reference types, please consult the *Publication Manual of the American Psychological Association: The Official Guide to APA Style*.

Appendix A

The Title of Your Appendices Appear Here

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

Appendix B

Titles for Multiple Appendices Example

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. If you only have one Appendix, do not label it, just call it “Appendix.” Make sure the title of the Appendix is in italics and title case.