

Title of Your Paper: Maximum 10 Words

A Author

Affiliation

B Author

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Reference Data:

Author, A., & Author, B. (2026). Title of your paper: Maximum 10 words. In B. Lacy, M. Swanson, & P. Lege (Eds.), *LanguageS: Learning, Teaching, Assessing – JALT 50 Years – Challenges and Perspectives*. JALT.

Please be aware that your initial submission must be blinded. Do not include your name in any submission files, including this manuscript. You will add that information later if your manuscript passes the initial review stages. Directly after your reference data, you should include your abstract in English. If you are submitting a manuscript in a language other than English or Japanese, please contact the editor. Now, this abstract space should not have a title. You should include the most important pieces of information from your manuscript in your abstract. What is the essence of your paper? Why should readers care about your passion project? The abstract is your hook to lure readers in. Make sure it is a good overview of your paper. The abstract should be no more than 150 words. After the English abstract, you must include the Japanese abstract.

日本語の要旨は、英語の要旨の直後にスペースを空けずに続けて記載してください。原稿が初期審査および修正の段階を通過した場合、優秀な日本語校正者が日本語の要旨を確認し、必要に応じて学術的な日本語表現の提案や修正を行います。日本語の要旨は、英語の要旨を逐語的に翻訳する必要はありませんが、英語の要旨に含まれる重要な情報をすべて含める必要があります。

Commented [BL1]: The Japanese abstract will immediately follow the English abstract with no space between the two paragraphs. If your manuscript passes the initial review and revision stages, we will ask our wonderful Japanese language copyeditors to review your Japanese abstract for any mistakes. They will also provide alternatives using academic Japanese if necessary. You don't have to have a direct word-for-word translation for the Japanese abstract, but the Japanese abstract should contain all of the same important information as the English abstract.

After completing your abstracts, proceed to writing the introduction. You will need one blank line between the Japanese abstract and the introduction. Begin the introduction on a new line, indented by one tab stop. Note that the introduction does not require a header. You should make sure there is no more than **one** space following each punctuation mark. Many writers, myself included, may have the habit of inserting two spaces after a period. To address this, you can use the "Find and Replace" function (Ctrl + F or Cmd + F) to search for double spaces (“ ”) and replace them with a single space (“ ”). You may also want to include a bulleted list in your article. In your bulleted list, you may want to include

- the study objectives, hypotheses, and/or research questions
- problems your study will address
- key theories

What you include in the bulleted list is for you to decide. Make sure you keep the indentation and bullet formatting consistent throughout your manuscript.

Let's change our focus from formatting to who can submit the manuscript and how. To be eligible to submit an article, you must have presented at the JALT2024 Conference in Shizuoka. Each submission can include a maximum of five authors. If one of the co-researchers was unable to attend the conference, they can still participate in writing the article and be listed as a co-author. However, they cannot be the primary author, and there can be no more than one person who did not attend the conference listed as an author. The primary author bears the responsibility for submitting the article and complying with all submission guidelines. Only one person should upload the article, and duplicate uploads are cautioned against as this can hinder the review process. You will need to submit your manuscript directly to the [OJS](#).

The introduction highlights the importance of your project and provides an overview of your paper. Summarize key points, including your methodology and relevant, foundational research, while keeping the focus on your current study. For practice-based papers, include background on your teaching methods and how they address common challenges language teachers face. For theoretical papers, emphasize the significance of your theory and its practical applications in language teaching.

When drafting the paper, you should avoid referencing your conference presentations directly (e.g., “The authors spoke about...”). Instead, you should focus on presenting your research findings clearly and concisely. The introduction should outline the purpose of the manuscript and include references to key sources to provide context.

Literature Review

Please make sure you use Heading 1 style from this template when you are creating your section headings. You’ll use Heading 1 for your literature review, methodology, results, discussion, and conclusion sections. Please do **not** number the headings (e.g., 2. Literature Review). The numbers are unnecessary and including them may cause errors in the formatting of your manuscript. However, it’s acceptable if you want to use alternative titles for headings, as long as they are not numbered.

In the literature review, you will want to focus on other authors who have published things related to your topic. You can have some references from older studies, especially when citing foundational academics. However, a majority of your references should be from recent publications within the past five years so that your manuscript reflects current advancements and best practices. Relying solely on older studies could unintentionally lead to confirmation bias. To avoid this, we, the editors, encourage authors to include a variety of new and relevant sources to include in their literature review.

You will probably want to include direct quotes in your literature review to highlight what previous researchers have found. Your quotes “might be taken from interviews, but they may also be taken from archival materials, company reports, observations, or electronic communications” (Rockmann & Vough, p. 623, 2024). Please make sure you follow proper APA style when using direct quotes that are fewer than 40 words long. You will need to include the page number where the quote can be found. If you are referencing a publication without directly quoting it, you will not include the page number.

If there are two authors, cite both every time. Do not use “et al.” If there are three or more authors, cite the first author et al. every time. For example, it has been shown by careful research that students are more likely to be interested if they are not hungry (Harrison et al., 1999). If the information you are citing is from more than one work, include all references in the citation. Use

a semicolon to separate the different works. Put the references in alphabetical order. For example, researchers have repeatedly found that classroom windows are distractions (Harris, 2001; Kitchenbach, 1996; Thomas, 2008). If you are citing more than one work by the same author in the same set of parentheses, separate the years with commas. For example, research has shown that eating makes speaking more problematic (Harris, 2001, 2003, 2020; Kitchenbach, 1996). If one of your sources has published multiple works within the same year, please add “a” for the first work published, and “b” for the second work published after the year (Author, 2024a).

If you are quoting something that is 40 words or longer, you will need to use block quotes. When submitting your manuscript, you will need to clearly label the block quotes. By doing this, our layout team will be able to identify the text as a long quote and can use the proper formatting for our publication. On the importance of properly quoting others, Penn (2020) stated that because

[BLOCK QUOTE]

words and ideas serve as intellectual currency within academia, there is the expectation that academics don't steal this intellectual currency from each other. Intellectual theft is called plagiarism. Plagiarism occurs whenever an individual engages in any form of writing practice that fails to appropriately acknowledge the words or ideas of one or more other authors.

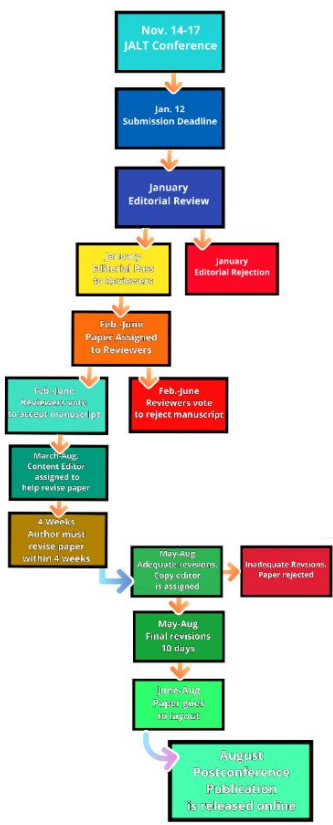
p. 77

Regarding numbers, the general rule is that numbers one (1) through nine (9) are written in words, but numbers 10 or above are written in numerals. One exception is that, if a sentence begins with a number, the number is written in words. Another exception is that, if you are reporting any unit of measurement, including units of time, the number is written in numerals, even if it is 1 through 9, for example, write 3 years, 6 days, 5 months, or 2nd-year students. A further exception is that all numbers in the abstract should be in numerals.

You may want to include figures from other publications or your own figures to illustrate your point. If you want to include figures, please use the Figure Number style to label the figures as Figure 1, Figure 2, etc. Then, use the Figure Title style for the titles. You should also have one

blank line between your previous body of text and the figure number. Please do the same for tables as well.

Figure 1
Timeline for PCP Publication Process



As you can see in my figure above, it is too large, and the data is hard to read. Please make sure the figure you are using can be easily read when inserted into your document. You should also always provide a separate file, preferably the original file, of your figure. If the figure placed in the document is too difficult to read when your manuscript enters the layout stage, we can switch

the figure with the one in your additional file. We may contact you later if there are issues with the figures in your manuscript.

Table 1

Timeline for PCP Publication Process

November 14-17	JALT Conference	
January 12	Submission Deadline	
January	Editorial Review	Editorial Pass to Reviewers
		Editorial Rejection
Feb.-June	Manuscript Assigned to Reviewers	Reviewers Vote Yes
		Reviewers Vote No
March-August	Content Editor Helps Revise	
Within 4 Weeks	Author Revises Manuscript Per Content Editors' and Reviewers' Suggestions	
April-May	Content Editor's Suggestion/Final Editorial Review	Adequate Revisions
		Copy Editor Assigned
		Inadequate Revisions. Manuscript Rejected
May-August	Final Revisions (10 Days)	
June-August	Layout	
August	Postconference Publication Released Online	

You may notice that the titles for both the figure and table have the initial letter in each major word capitalized. There have been some inconsistencies in style over the past few years, with some people only capitalizing the initial letter of the first word and proper nouns and more people capitalizing the initial letter of every major word. This year's PCP will follow a unified format for both tables and figures.

Additionally, notes under tables and figures should be kept as short as possible. If the notes require more than one short sentence, the information should be included in the main body of the text instead of the notes section. Having too much text under tables/figures will cause problems with the readability of your text. If you find yourself writing too much as notes, reflect on how you can incorporate the notes into the main body of text. Finally, same as before, include one blank line between the introduction and methodology (or subsequent) headings.

Methodology

In the methodology section, you should clearly outline the steps taken to conduct your research. This includes a detailed description of your research design, data collection methods, and any tools or instruments used. Additionally, include information about the participants (if applicable), the setting, and how the data was analyzed. Ensure the methodology is detailed enough to allow other researchers to replicate your study. Any limitations or ethical considerations associated with your methods should also be discussed briefly in this section, such as the mandatory consent statements. This part of your manuscript should be written as objectively as possible. Again, please include a separate file in your submission of each figure you use in your manuscript.

Results

The results section is where you should talk about the data you gathered as described in the methodology section. Do not include results from data gathering that was not mentioned in the methodology section. Likewise, if a method was introduced in the previous section, the results of that method should be explained in the results section. The results section should be objective, and you should not try to explain the implications of the data results in this section.

Consequently, you may not have a results section if your paper is research-based (Author, 2024b). As previously stated, practice-oriented and theoretical manuscripts are also welcome in the PCP. You may want to forgo having a results section and move straight to the discussion section. Again, you may also rename the headings if your manuscript does not follow research-based protocols.

Discussion

Things to Include

In the discussion section of your paper, you should explain how the results of your research are relevant and what the results imply. You can talk about future implications and any problems you encountered in the data collection or analysis phases of your research. Please be aware that I have used a Heading 2 style for this subsection and the subsequent subsection under the discussion. You can use Heading 2 as needed in your manuscript. If Heading 2 comes directly after Heading 1, you do not need to include a blank line. However, as in the second Heading 2 below this paragraph, you must include a blank line.

Punctuation to Remember

Punctuation establishes the cadence of a sentence, telling the reader where to pause (comma, semicolon, and colon), or take a detour (dash, parentheses, or brackets). Punctuation denotes a pause in thought; different kinds of punctuation indicate different kinds and lengths of pauses. Note that punctuation in writing is different from pausing in speech.

Table 2
Examples of Correct and Incorrect Usages of Punctuation

Punctuation	Usage	Correct	Incorrect
Period	initials	J. D. Brown	JD Brown, J.D. Brown
	Latin abbreviations	a.m., cf., i.e., e.g., vs.	am, a. m., eg.

	reference abbreviations	Vol. 1, 2nd ed., p. 6, pp. 4-8	Vol 1, 2nd ed, page 6, pp4-8
	abbreviations and acronyms	<i>APA</i> , IQ, MEXT	I.Q., M.E.X.T
	abbreviations of state names	NY; OH; Washington, DC	N.Y.
	web addresses	Jalt.org is the place to find my paper. Find my paper online (jalt.org).	Find my paper at jalt.org.
	measurement abbreviations	cm, kg, lb, hr, min, s	c.m., sec.
Comma	between elements in a series	A study by Claus, Kringle, and Nick (2012) found that Christmas colors were red, green, and gold.	A study by Claus, Kringle and Nick (2012) found that Christmas colors were red, green and gold.
	setting off a year	March 11, 2011, was a sad day but April 2012 was a sad month.	March 11, 2011 was a sad day but April, 2012 was a sad month.
	between two parts of a compound predicate	All students completed the first phase of the test and returned the following week for Phase 2.	All students completed the first phase of the test, and returned the following week for Phase 2.

	between measurement elements	8 years 2 months 3 min 40 s	8 years, 3 months
	between author and date in a citation	Red, green, and gold are Christmas colors (Klaus et al., 2012).	Red, green, and gold are Christmas colors (Klaus et al. 2012).
Quotation marks	ironic or invented terms first time only	called “normal” behavior the “good” variable...the good variable	called ‘normal’ behavior the “good” variable...the “good” variable
	chapter or article titles	Chomsky’s (1971) article, “The Case Against B. F. Skinner”	
	anchors of a scale	Students ranked the items on a scale of 1 (<i>all of the time</i>) to 5 (<i>almost never</i>).	Students ranked the items on a scale of 1 (“all of the time”) to 5 (“almost never”).
	linguistic examples	He clarified the distinction between <i>further</i> and <i>farther</i> .	He clarified the distinction between “further” and “farther.” He clarified the distinction between ‘further] and ‘farther’.
	key terms	She compared it with <i>meta-analysis</i> , which is described below	She compared it with “meta-analysis,” which is described below

	foreign words	The students were asked to write the words in <i>katakana</i> ; their <i>katakana</i> renderings were then examined.	The students were asked to write the words in “katakana”; their katakana renderings were then examined.
	hedging	The teacher rewarded the class with tokens.	The teacher “rewarded” the class with tokens.
	single within double	Miele (1993) found that “the ‘placebo effect’ disappeared.”	Miele (1993) found that “the “placebo effect” disappeared.”
Semicolon	separate two independent clauses	They planned to marry; in fact, the wedding was that day.	They planned to marry; and in fact, the wedding was that day.
	series with internal commas	The color order was red, yellow, blue; blue, yellow, red; or yellow, red, blue	The colors used were red or yellow; blue or green; or pink or orange.
	two citations in one set of parentheses	(David & Heuter, 1984; Petigrew, 1993).	(David & Heuter 1984, Petigrew 1993).

Note. See *APA Manual*, 7th ed., pp. 153-161, for usage of other punctuation.

Conclusion

Conclusions are often the most difficult part of a paper to write. You need to keep in mind that the conclusion is often what a reader remembers best. Your conclusion should be the best part of your paper. A conclusion should (a) stress the importance of your thesis statement, (b) give your paper a sense of completeness, and (c) leave a final impression on the reader. Some suggestions for writing your conclusion include the following:

1. Answer the question “So what?” Show your readers why this paper was important. Show them that your paper was meaningful and useful for their teaching or research.
2. Synthesize, don’t summarize. Don’t simply repeat things that were in your paper. They have read it. Show them how the points you made and the support and examples you used fit together.
3. Redirect your readers. Give them something to think about, perhaps a way to use your paper in the real world or in their own language classes.
4. Create a new meaning. You don’t have to give new information to create a new meaning. By demonstrating how your ideas work together, you can create a new picture.

Bio Data (Maximum 75 Words per Author)

(Please do not include your actual bio data in your submission file! Just include the header “Bio Data.” If your manuscript passes the initial review stages, you can add your bio data in the revision stage.)

John A. Somebody is enslaved to JALT Publications. He is currently interested in extreme sports and proofreading, usually doing both at the same time to keep things interesting.
<jasomebody@abc.ac.jp>

Somebody B. Else has been with ABC University since 1990. She lives in Tokyo, and is currently studying something rather obscure. <somebody@abc.ac.jp>

References (in Alphabetical Order) (Note: Do not use a hanging indent in this section)

Author A (2024a)

Author A (2024b)

Penn, P. (2019). *The psychology of effective studying: How to succeed in your degree*. Routledge.

Rockmann, K. W., & Vough, H. C. (2024). Using quotes to present claims: Practices for the writing stages of qualitative research. *Organizational Research Methods*, 27(4), 621–649.
<https://doi.org/10.1177/10944281231210558>

Watson, J. D., & Crick, F. H. C. (1953). The structure of DNA. *Cold Spring Harbor Symposia on Quantitative Biology*, 18, 123–131. <https://doi.org/10.1101/SQB.1953.018.01.020>