

Put Title Here in 14 Point

Name of Author
Affiliation in Italics

Contact information

Address

Telephone/Fax

E-Mail

Acknowledgments (if any)

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

Author Biography. The author, or authors, names are in italics. Follow with their biographical information, **25 words or less**. This should be written the third person.

(use Times or Times Roman, 12 point, 1.5 line spacing, for body)

Abstract goes here. Article abstracts about 150 words (or less). Research Forum and Perspectives articles about 100 words. No indent.

Japanese abstract here. The abstract should be about 150 words long or less. For Japanese articles, the first abstract is in Japanese, the English abstract should be about 800 words.

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).

Center Main Heads, Not Bold

Center Italics Sub-Heads (Caps)

Italics, Flush Left Sub Sub-Heads (Caps)

Articles can continue following any of the above head styles. Capitalize only the content words in the heads.

For short paragraphs following flush left sub-sub heads (no caps): Add a colon, and then continue the paragraph. Be sure to leave a space before any new heads.

For Tables or Figures, write **Insert Table Near Here** as in this example, and then put the Table in a separate file so the typesetter can place it in the most appropriate spot if the manuscript is accepted. **Tables should not be laid out in spreadsheet programs or placed in cells using the table function of your word processor. They should be typed in a word processing program, with TABS—NOT SPACES--used to separate columns.**

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.

Before a Main or Sub Head Leave a Space

When an article uses direct quotes, the page number “ must appear in the references” (Author, 1995, p. 123). When the quote is indirect, do not include the page number (Author, 1995).

When there is more than one author for a source, include all names in the first reference, unless more than five, and use et al. after that, as in (Author, Writer, Poet, & Penman, 1995) for the first reference, but (Author et al. 1995) for all later references.

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

When the article uses footnotes, the numbers should be superscript, 10-point size, numbered consecutively.¹ **Do NOT use the computer's footnote function. Do this physically. Write the footnotes at the end manually.** See below for more information.

Only the authors referred to in the article should appear in the references. All the sources in the article must appear in the references.

Notes

1. Notes should be at the end of the article, after the author's biography. Number sequentially. **Notes should be placed by hand, not formatted with an endnote formatting program.**

References

References must appear alphabetically. All citations in the text should be in the references and no publication may be in the references unless it is cited in the text.

When formatting for *JALT Journal* publication, all lines of the reference should be aligned with the left margin.

For a Journal Article

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

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

- **In the case of multiple authors there should be a comma after the initial of the author before the ampersand.**

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

For an Article in a Book

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

Eskey, D. E., & Grabe, W. (1988). Interactive models for second language reading: Perspectives on instruction. In P. L. Carrell, J. Devine, & 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

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

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

Foreign Language Texts

Original foreign language title should be in italics. Provide English language translation in square parentheses immediately after the title.

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

Grabe, W. (1993). Rethinking reading strategies: Research and instruction. Paper presented at 1993 TESOL Convention, Atlanta, GA.

Internet

Complete variations in format for Internet documents can be found at <http://www.apastyle.org/elecref.html>. The following are basic examples.

Online periodical

Author, A. A., Author, B. B., & Author, C. C. (2000). Title of article. Title of Periodical, xx, xxxxxx. Retrieved month day, year, from source.

Fredrickson, B. L. (2000, March 7). Cultivating positive emotions to optimize health and well-being. *Prevention & Treatment*, 3, Article 0001a. Retrieved November 20, 2000, from <http://journals.apa.org/prevention/volume3/pre0030001a.html>

Online document

Author, A. A. (2000). Title of work. Retrieved month day, year, from source.

GVU's 8th WWW user survey. (n.d.). Retrieved August 8, 2000, from <http://www.cc.gatech.edu/gvu/usersurveys/survey1997-10/>

Appendix 1

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

Appendix 1 Here, etc.