

## **JLTE manuscript requirements**

Authors are kindly requested to abide by the following manuscript requirements.

Articles should ideally be between 6,000 and 8,000, words including an abstract, title, tables, illustrations, notes and references.

Both American and British English spelling conventions are acceptable.

The authors should use Times New Roman 12 pt. in the main text and 1.5 spacing.

Text should be left-aligned only. Margins of 2.5 cm. Pages should be numbered consecutively in the bottom right corner with Arabic numerals. Please keep all other formatting to a minimum.

Tables, diagrams and illustrations should be numbered consecutively and entitled. Mark tables as Table 1, Table 2, etc. Mark diagrams and illustrations as Figure 1, Figure 2, etc. Diagrams and/or illustrations are to be inserted as images. Please, do not use the build-in MS Word diagram drawing function. Please, use grey scale for images and/or illustrations.

Each article should be supplied with an abstract of 200-300 words long and contain up to 5 keywords.

Elements of the article should be arranged as follows: title, abstract and keywords, text, acknowledgements, end-notes, references and appendices (if any).

Each article should be divided into clearly defined and numbered sections. Subsections should be numbered (e.g. 1.1, 1.1.1, 1.1.2). Please do not use automatic numbering. No more than three levels of subheading should normally be used. Capitalize only the first word and any proper names.

Indent the beginning of each paragraph using one tab space. Do not leave an extra space between paragraphs.

Please, do not use underlining and keep boldface to a minimum. Important terms can be italicized, for example, the titles of longer works.

Only one space should be used after periods or other punctuation marks.

Long citations (over 60 words) should be made using 10 pt. type. They should be indented by one tab either side, one space above and below.

Notes are to be placed under a regular text page. They should be made using 10 pt. type. Use Arabic numeration, starting with 1.

In-text citations should include the author's last name, year of publication and page references (if applicable). For example: Jones (1998) / (Jones, 1998) / Jones (1998, p. 199) / (Jones, 1998, p. 199) / Research by Wegener and Petty (1994) supports ... / (Wegener & Petty, 1994).

When a second or subsequent work by a particular author in the same year is cited, references should be distinguished by letters (a, b, c, etc.) placed after the date.

When a work is written by three or more authors, all names should be given in the first citation: (Pawlak, Mystkowska-Wiertelak, & Bielak, 2014). In subsequent citations, the first name only should be given with et al. added: (Pawlak et al., 2014).

A complete list of references cited should be provided at the end of the article. The following conventions should be used (based on <https://owl.english.purdue.edu/owl/resource/560/01/>):

### **One-author books**

Dörnyei, Z. (2007). *Research methods in applied linguistics*. Oxford: Oxford University Press.

### **Two-author books**

Gass, S. M., & Mackey, A. (2007). *Data elicitation for second and foreign language research*. Mahwah, NJ: Lawrence Erlbaum.

### **Multiple-author books**

Cargill, O., Charvat, W., & Walsh, D. D. (1966). *The publication of academic writing*. New York: Modern Language Association.

### **(An) editor(s) as “author(s)”**

Updike, J. (Ed.). (1999). *The best American short stories of the century*. Boston: Houghton Mifflin.

Duncan, G. J., & Brooks-Gunn, J. (Eds.). (1997). *Consequences of growing up poor*. New York, NY: Russell Sage Foundation.

### **A translation**

Laplace, P. S. (1951). *A philosophical essay on probabilities*. (F. W. Truscott & F. L. Emory, Trans.). New York, NY: Dover. (Original work published 1814).

Note: When you quote a republished work, like the one above, in your text, it should appear with both dates: Laplace (1814/1951).

### **Conference proceedings**

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). *Proceedings of CSCL '95: The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum

### **Article or chapter in an edited book**

Rubenstein, J. P. (1967). The effect of television violence on small children. In B. F. Kane (Ed.), *Television and juvenile psychological development* (pp. 112-134). New York: American Psychological Society.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: A metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107-123). New York, NY: Springer.

Diehl, S. (2002). Web-based 3D. In H. H. Adelsberger, B. Collis & J. M. Pawlowski (Eds.), *Handbook on information technologies for education and training* (pp. 113-119). Springer-Verlag Berlin: Heidelberg.

**Journal / periodical (paginated by volume)**

Brabant, S., & Mooney, L. A. (1997). Sex role stereotyping in the Sunday comics: A twenty year update. *Sex Roles*, 37, 269-281.

**Journal / periodical (paginated by issue)**

Pawlak, M. (2012). The dynamic nature of motivation in language learning: A classroom perspective. *Studies in Second Language Learning and Teaching*, 2(2), 249-278.

**Multiple-author journal articles**

Tolin, D. F., Abramowitz, J. S., Brigidi, B. D., Amir, N., Street, G. P., & Foa, E. B. (2001). Memory and memory confidence in obsessive-compulsive disorder. *Behaviour Research & Therapy*, 39, 913-927.

**Magazine**

Raloff, J. (2001, May 12). Lead therapy won't help most kids. *Science News*, 159, 292.

For more information not mentioned here please go to:

<https://owl.english.purdue.edu/owl/resource/560/01/>