

Format

See the separate file [JJLS template](#) for guidance on formatting your article with the correct layout.

Title: Times New Roman 16pt bold.

Name(s) of author(s): Times New Roman 12 bold. Paragraph spacing before 12pt after 6pt. Using a Word style sheet, make this Heading 3

Please do not include the names of the authors in first submissions or revised submissions that are going for blind review.

Abstract. Use Times New Roman 12pt italics but do not use a heading. Line spacing single. Paragraph spacing 0 before 0 after. Using a Word style sheet, call this Body Text.

Introduction

Headings like the one above are used to divide the article into its main sections. Use Times New Roman 14pt bold underlined with paragraph spacing 12pt before and 12 after. Using a Word style sheet, call this Heading 2.

Put a line space between paragraphs, but do not indent the first line of the new paragraph. The normal text is Times New Roman 12 pt with single line spacing. Paragraph spacing 0 before 0 after. Using a Word style sheet, call this Normal.

If you quote from another writer, put the quote 'inside single quote marks' if it is a phrase or a single sentence.

Longer quotes should be a separate indented paragraph. This applies particularly if they are more than one sentence. Do not use italics for quotes. And with any quote, make sure you give the page reference of the work it comes from. (Smith 1997: 35)

Side headings

Side heading are used to break up sections of text and help the reader to see the focus. Side headings normally relate to a series of paragraphs all dealing with a specific aspect of the section topic. Use Times New Roman 12pt bold. Paragraph spacing before 12pt after 6pt. Using a Word style sheet, make this Heading 3.

Spelling

See the 'Guide for Contributors' for information about spellings and abbreviations.

Notes (Heading 2)

Any footnotes should come here at the end of the article.

References (Heading 2)

British Council. 2006. *Future Perfect-English Language Policy for Global Transition Conference Report*. Available at <http://my.britishcouncil.or.th/upload/future-perfect/statement-of-conference-outcomes.pdf>. Accessed 18 December 2007. [Note that for internet/web references, a full web address is required together with a date accessed.]

Donato, R. and F. Brooks. 1994. 'Looking across collaborative tasks: capturing L2 discourse development'. Paper presented at AAAL Conference, Baltimore, Maryland.

Lightbown, P. and N. Spada. 1999. *How Languages are Learned* (Second edition). Oxford: Oxford University Press.

Littlejohn, A. 1992. 'Why are ELT materials the way they are?'. Unpublished PhD thesis, Lancaster University.

Nunan, D. 1990. 'Action research in the language classroom' in J.C. Richards and D. Nunan (eds.).

Pennington, M.C. 1990. 'A professional development focus for the language teaching practicum' in J. C. Richards and D. Nunan (eds.). [Note this format when your list of references contains two or more mentions of an edited collection.]

Richards, J. C. and D. Nunan (eds.). 1990. *Second Language Teacher Education*. Cambridge: Cambridge University Press.

Swales, J. 1989. 'Service English programme design and opportunity cost' in R.K. Johnson (ed.). *The Second Language Curriculum*. Cambridge: Cambridge University Press. [Note this format when your list of references contains only one mention of an edited collection.]

Wenden, A. 1986a. 'Helping language learners think about learning'. *ELT Journal* 40/1: 3–12.

Wenden, A. 1986b. 'What do second language learners know about their language learning?' *Applied Linguistics* 7/2: 186–201.

The author (Heading 2)

Please do not include information about the author(s) in first submissions or revised submissions that are going for blind review.

Include here brief bio-data (maximum 75 words). Start off with your name in bold and if you wish, include at the end your email address as follows.

Jane Smith was involved in language teaching and teacher education in the United Kingdom for many years before moving to New Zealand. She has published mainly in the areas of language teaching methodology and language learning. She is now working in the Language Centre at the University of XXX.

Email: janesmith@her.com

Appendix (Heading 2)

Any material included as an appendix counts as part of the overall 4,000 word maximum for submissions.