

Style Sheet and Manuscript Formatting Guidelines for Authors

Authors are suggested to adhere to the following guidelines while preparing and submitting their manuscripts to the IJ-ELTS.

Cover Page:

Your manuscript should have a cover page with- full title of the paper, corresponding and other author's full names, academic affiliation, email address, phone number and postal address. As the IJ-ELTS exercises double blind peer-review, author's name/any other identical details must not appear elsewhere in the article.

Title of the Paper:

[The title of the paper should be centered on the page, typed in bold 14- point Times New Roman font. Major words should be capitalized, as exemplified above in the title of these guidelines].

Manuscript: The manuscript should be typed in 12- point Times New Roman font. The IJ-ELTS expects the following structure for the manuscripts submitted for publication. Though this structure may not be applicable for all, authors should try to incorporate maximum aspects of it in their papers. Note that articles, with clearly defined and numbered sections, receive priority by the IJ-ELTS.

Abstract

1. Introduction
2. Literature Review
3. Methodology
4. Analysis and Discussion
5. Conclusion

Works Cited

Appendix

Abstract

All the submitted papers must have an abstract of between 150-250 words in length with at least 5 keywords. The heading "Abstract" should be centered left justified. The abstract is a section of the paper which gives a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper. It should also include statements about research topic, research questions, participants, methods selected and finding and results obtained.

Keywords: All the submitted manuscripts must have up to five keywords or phrases related to the paper. Keywords are the main words that give gist of your paper and help locate your article from international databases by classifying it in various subject categories and increase the chances of your paper getting more read and cited.

Introduction

All the submitted manuscripts must have a proper introduction. It is a section of the paper which presents the problem, that the paper addresses, and information about the way it is addressed. In Introduction, you should write, with clarity, the objective of the paper, with adequate background.

The body of the text should be left justified in 12- point Times New Roman font. Both the abstract and the body of the text should be formatted in single space.

Main Headings

Main headings should be in bold, left justified and in 12-point Times New Roman font.

Sub-headings

Sub-headings should be italicized and indented in bold 12- point Times New Roman font.

Tables and Figures:

Title of a particular table/figure should be immediately above the table or figure. Number all tables and/or figures sequentially as you refer to them in your paper (Table 1, Table 2, figure 1, Figure 2 etc.). The data in a table, that would require only two or fewer columns and rows, should be presented in the text. More complex data is better presented in tabular format. Figures are visual representations including graphs, charts and drawings. The **IJ-ELTS** requires both tables and figures to be represented as ***italicized bold headings*** followed by a title.

Conclusion

A concluding short section should be included in the paper where you should present the conclusions of the study. You may also include future directions/ limitations of the study in this section.

In-Text Citations Style:

Citations are important aspect of any research work. While citing others' works in your manuscript, authors are suggested to follow APA (American Psychological Association) style. A very short and simple guide to APA style is available from -

<https://owl.english.purdue.edu/owl/resource/560/02/>

Referencing Style:

All the sources cited in the paper must be listed under **Works Cited** section following APA style. The APA style for **In-Text Citations**, as well as for **Referencing List**, is exemplified below-

Works Cited

Referencing an article from Journal-

Pathan, M. M. (2012). Advantages of Using Short-stories in ELT Classroom and the Libyan EFL Learners' Perceptions towards them for Developing Reading Comprehension Skill. *Arab World English Journal* 4, 1, 28-41.

Referencing a book-

Collie, J. and Slater, S. (1991). *Literature in the Language Classroom*. Glasgow: Cambridge

University Press.

Referencing edited book-

Brumfit, C. and Carter, S. (ed.) (1986). *Literature and Language Teaching*. Cambridge: Cambridge University Press.

Referencing online source-

Chowdhury, M. (2006, Summer). Students' personality traits and academic performance: A five- factor model perspective. *College Quarterly* 9, 3. Retrieved January 30, 2008 from <http://www.senecac.on.ca/quarterly/2006-vol09-num03-summer/chowdhury.html>

Appendices

Appendices should be mentioned in the following format. Note that the following appendices give you a brief idea about APA style for **In-Text Citations** and for **Referencing**.

Appendix 1. Recommended APA referencing formats for In-Text Citations

In-Text Citations

Citations are required for all print and electronic sources. It is extremely important to acknowledge the ideas or the work of others with properly constructed and accurate citations. Below are two ways in which a researcher' s work may be cited properly by another author:

Example A (direct). According to Richards (2010), there are both, 'macro' and 'micro' reasons why many postgraduate researchers fail to complete a research dissertation.

Example B (indirect). Postgraduate researchers often fail to complete a research dissertation for a combination of reasons. (Richards, 2010).

Quotations

Page numbers are required with all direct quotations. The citation should be placed immediately after the quote, even when it is not at the end of the sentence. For example, changes to APA style "are not only permissible but also desirable" (APA, 2001, p. 322) when they are not suitable for the needs of the paper. As shown in the above example, quotations can be cited with a signal phrase that includes the author's last name followed by the date of publication, putting the page number in parentheses at the end of the quotation before the ending punctuation mark. In general, no quotation marks are required when paraphrasing ideas. Likewise, page numbers or other indication of specific parts of a source is not necessary unless a specific part of the text is being referenced.

Block Quotations

When a quotation is more than 40 words in the text, authors are instructed to use block quotation format. The entire quote is indented 10 spaces and the reference follows the punctuation. For example, as Pathan (2012) explains:

The stories from the Holy Quran and other Islamic stories,

about the life of the Holy Prophet [peace and blessing be upon him], and his companions as well as other religious and moral stories, can be highly effective for this purpose with the Libyan Arab EFL learners. The Libyan Arab EFL learners' familiarity, with these stories, will not only make their learning of English easy but will rejuvenate their cultural and moral values as well. Thus, stories will not only help them in developing their foreign language skills but also their moral character. (p. 31)

Appendix 2. Recommended APA 'List of References' Formats

The formatting of a List of References

The **IJ-ELTS** requires APA format which prescribes a List of References/Works Cited at the end of an academic paper. The List of References/Works Cited section should be indented after the first line. Capitalize the main words in the title of journal articles or books. Italicize titles of longer works such as books and journals. All resources cited in the text of a research paper must appear in List of References/Works Cited section, and vice versa. If a resource is not cited in the text, it should not appear in this section, as it would in a bibliography.

References should be listed alphabetically by the last name of the author and entered in hanging style; that is, the first line of the entry should be left justified, with the following lines indented five spaces. If there are two or more entries by the same author, references should be listed by year of publication, starting with the earliest. For each author, the last name should be listed, followed by a comma and the first (and middle) initials, followed by periods. Multiple authors in one reference must be separated with commas and the ampersand ('&') rather than the word "and" before the final author. After the author(s) comes the year (in parentheses).

For a journal reference, authors must italicize the title of the journal and the volume number, noting that issue numbers are typically not included. Also the main words of journal articles, book titles and journal names will all be capitalized. Book title and journal names will also be italicized. Book references also require the city, state (as a two-letter abbreviation without periods), and the publisher's name. For a more inclusive list of guidelines on the formatting required for reference list, please refer directly to APA guidelines.

Books

The citation of books in a list of references should include the main title in italics. The citation of articles from books should first cite the title of the article and then the citation details of the book – including an acknowledgement of that book's editor (ed.) or editors (eds.). If the book is a new or revised edition (i.e. Rev. ed.) this information should also be included.

Lazar, G. (1993). *Literature in Language Teaching*. Cambridge: Cambridge University Press.

Naiman, N., Frölich, M., Stern, H.H., & Todesco, A. (1978). *The good language Learner*.

Research in Education Series 7, The Ontario Institute for Studies in Education.

Nigh, B. (2007). *Language education studies* (rev. ed.). New York: TESOL Press.

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

Watson, M. (2006). The clash of language learning styles. In M. Moscovitch (ed.), *Second Language Acquisition Styles* (145-172). New York: Cranium Press.

Journal Articles

When citing journal articles in a list of reference the title of the article should remain non-italicized. The name of the journal is instead italicized. The main words of the primary title should be italicized-but any subtitles are generally not capitalized. The **IJ-ELTS** convention is to include a succinct reference to volume, edition and page numbers (e.g. 4, 1, 28-41).

If references are used from regular editions of a journal without an edition number then the date of publication should include the specific date of publication.

Pathan, M. M. (2012). Advantages of Using Short-stories in ELT Classroom and the Libyan EFL Learners' Perceptions towards them for Developing Reading Comprehension Skill. *Arab World English Journal* 4, 1, 28-41.

Pathan, M. & Al-Dersi, Z. (2013) Investigating the Role of Short-Stories in Overcoming the Problems Faced by the Libyan EFL Learners in Reading Comprehension Skill. *International Journal of English Language and Translation Studies* 1,3, 112-125

O'Malley, J.M., Chamot, A.U., Stewner-Manzanares, G., Kupper, L., & Russo, R.P. (1985). Learning strategies used by beginning and intermediate ESL students, *Language Learning*, 35, 1, 21-46.

Posner, M.I. (1993, October 29). Seeing the mind. *Language*, 262, 73-74

Other Print Sources:

Government Document

National Institute of Language Education. (1990). *The training of language educators* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Dissertation, Unpublished

Last name, F. N. (Year). Title of dissertation. (Unpublished doctoral dissertation). Name of Institution, Location.

Report from a Private Organization

American Language Association. (2000). *Language teaching guidelines* (2nd ed.). Washington, DC: Author.

Conference Proceedings

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

Electronic Sources

The **IJ-ELTS** convention for electronic sources is to generally refer to the online site where an item or article can be accessed – i.e. ‘Available at URL. Where dating of access is relevant then the reference should be ‘Retrieved Month, Day, Year from URL’. Online academic journals should include the general information as for print journals followed by location online or date retrieved.

Author, I. (Date). Title of webpage. Website publisher or organization, Available at URL

Grant, L. (2005). College students expected to load up on gadgets. *University Archives*, Available at http://www.archiveonline.com/tech/products/gear/2005-08-16-college-gadgets_x.htm

Chowdhury, M. (2006, Summer). Students’ personality traits and academic performance: A five- factor model perspective. *College Quarterly* 9, 3. Retrieved January 30, 2008 from <http://www.senecac.on.ca/quarterly/2006-vol09-num03-summer/chowdhury.html>

Author, I. (2007). Brilliant article. *Language Education Online*, 16, 1, Available at <http://www.LEA.edu/>