TESL-EJ Style Sheet for Authors

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This style guide reflects the format and policies that are applied to all published articles in TESL-EJ. While it is the task of the TESL-EJ copyeditors to assure that accepted manuscripts conform to these guidelines, please make their job easier by submitting articles that follow them as much as possible. In general, this style sheet follows the APA *Publication Manual* (7th edition, 2020). Please refer to this manual for any format issues not covered here. Also, the APA site and blog are useful: https://apastyle.apa.org/. However, this TESL-EJ style sheet does differ from the APA style on a few points; when there is a difference, please follow these guidelines rather than the APA's. Numbers in brackets such as [12.7] indicate the section of the APA manual where full information can be found.

1.0 Overall formatting

Review a few published articles, preferably in your own topic area, for a general idea of how articles are formatted. Note that an abstract is required in the version submitted for review even though it is also requested for the "metadata" that you will fill in during the submission process. Documents must be submitted as editable MS Word files although they may be created with any compatible software such as Open Office.

1.1 Blinding. (Called "Masked review" in APA) [12.7]

TESL-EJ articles are "double-blind" refereed. This means that the referee should have no clue to the identity of the author(s) nor should the authors know who their referees are. See Section 9 for a fuller discussion of the blinding process.

1.2 General layout

Title: Use "Title Case" (Capitalize the major words in the title.) [6.17]

    Correct: A Guide to Learning Disabilities for the ESL Classroom Practitioner

    Wrong: A GUIDE TO LEARNING DISABILITIES FOR THE ESL CLASSROOM PRACTITIONER.

Font: Use 12 point Times New Roman for the body of your text. [2.19]

Spacing: Set MS Word's line spacing (Format/Paragraph menu) to "Single".

Inter-paragraph spacing: Put an extra line break between paragraphs or use MS Word's paragraph formatting to add 6 points after each line break.
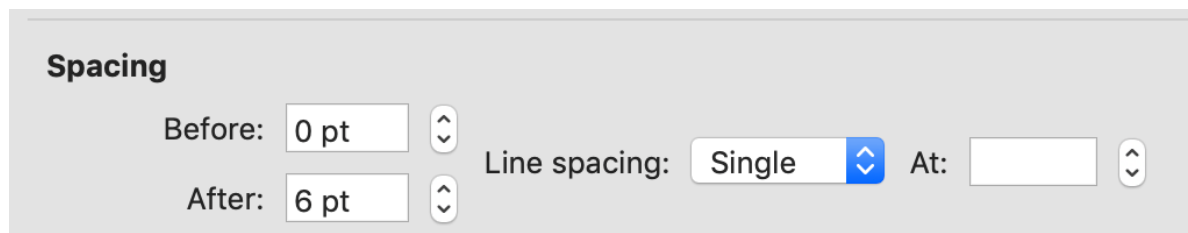
Line spacing and inter-paragraph spacing with MS Word

1.3 The abstract [2.9]

The abstract should be between 150 and 200 words. Abstracts with word counts of greater or fewer words will be automatically rejected. Be sure that the abstract covers the major points of the paper including the need for the study, the method employed, and a rough indication of the results.

1.4 Section headings [2.27 and Table 2.3]

Major (level 1) headings: Title case, centered, 14-point Times New Roman, **bold**. (This applies to headings such as "Literature Review," "Method," "Discussion," "Conclusion," and "References.")

Subheadings (level 2): Title case**, flush left,** 12-point Times New Roman, ***bold italic***, and underlined. (The underlines will be removed when formatted for publication, but help us to differentiate major and minor headings in the manuscript.)

Minor headings (level 3): Sentence case, indented, 12-point Times New Roman, **bold**, ends with a period. Continue with the text on the same line.

> Example:

> Major: **Method**

> Subheading: ***Methodological Approach***

> Minor: **Considerations for optimal results**. To assure that ….

Note that The APA manual states specifically: "Do not begin a paper with an 'Introduction' heading" [2.27].

1.5 Other points

- Sections and subsections should not be numbered.

- TESL-EJ employs endnotes rather than footnotes, but please use them sparingly.

- There is no length limit or word count for articles, though the author should consider the reader's patience and time. The ideal length is between 3,000 and 10,000 words.

2.0 Spelling and Punctuation

Authors may use British, Canadian, or American English spelling, but it must be used consistently throughout the document. Use the Microsoft Word "Tools-->Language" setting to change the spell-checker to the desired variety of English.

Proper diacritical markings should be used for names, relevant words, etc.

2.1 Punctuation style

Use American punctuation style.

2.2 Commas and periods go inside quotation marks. [6.7]

> Example: Smith (2009, p. 2) writes, "Blah blah blah."

> Example: "Blah blah blah," Smith writes (2009, p. 2).

2.3 Page number indications [8.25]

Use p. for a single page.

Use pp. for multiple pages. Separate the page numbers with an en dash.

Insert a space after the period (full stop).

Example: p. 14, or pp. 42–44

2.4 Only one space after an end-of-sentence period (full stop). [6.1]

3.0 Capitalization

3.1 Titles of articles (at the top of the article) should use title case. [6.17]

Example: Bridging Policy and Practice: A Study of EFL Teacher Talk in China

3.2 Titles of articles and books in reference lists use sentence case, with an initial capital letter after a colon. Do not use quotation marks around titles. [6.17, 9.19]

Example: Classroom code-switching: Three decades of research.

3.3 Names of journals use title case. [9.25]

4.0 Reference list
The highest number of errors in any article is found in the reference list. Check your references for:

- Spelling of author names (including diacritics: Zoltán Dörnyei--not Zoltan Dornyei)

- Links that work (watch for erroneous spaces).

- Proper formatting (see below)

- All references are actually mentioned in the text and vice-versa. (Do not forget to adjust the references when revising the main text of your article.)

4.1 Formatting references in MS Word

There should be no tabs, extra spaces, or line breaks within each reference. Use the markers on the ruler line to control indentation. The hanging indent should be 0.5 in. [9.43]
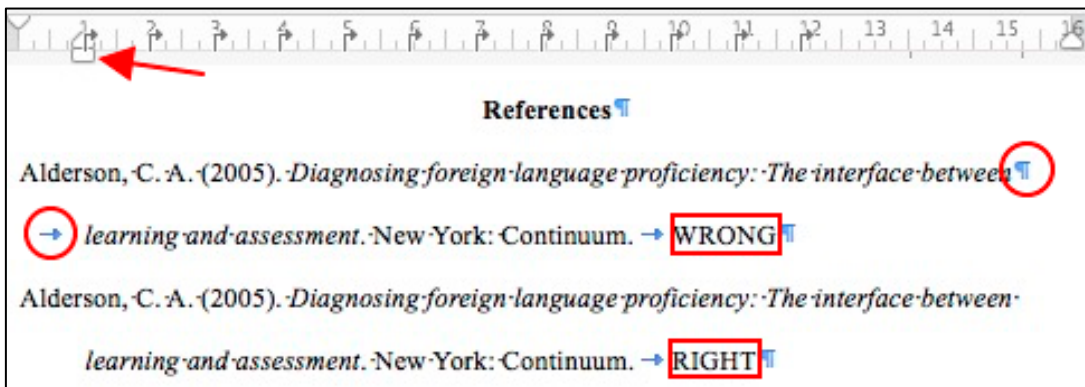
IMPORTANT: Please remove location ("New York" from above two examples. New APA rule forbids listing publisher location [9.29]

4.2 Journal article entry [9.25, 10.1]

Jacobs, A. S., & True, P. (2011). Linguistic significance: What learners know. *Journal of Language Stuff,* *59*(1), 12–19. http://dx.doi.org/10.1037/0022-006X.59.1.12

- Surname plus initials (no first names); space between double initials

- Comma after the first set of initials if two authors

- Use an ampersand (not the word 'and')

- Period (full stop) after year

- Italics for journal name and volume number but not for parentheses and issue number

- The highlighted periods (full stops) show punctuation after the author names, date (inside parentheses), title, and source. Use a comma after the journal name. [9.25]

- Do not add punctuation marks after DOIs or URLs; the exact address, without added punctuation, should be used. [9.35]

- If more than one work from an author is cited, they should be listed in date order (oldest first). If two works are from the same year, use "a" and "b" after the year to distinguish them. [9.46, 9.47]

4.3 Book entry [9.29, 10.2]

Jacobs, A. S., & True, P. (2011). *Language stuff*. Publisher.

Use sentence case for titles; italicize the title.

4.5 Chapter in edited book [10.3]

Arthur, A. A., & Window, B. B. (2012). This is my chapter. In A. A. Milne & B. B. Jones (Eds.), *A really good book* (pp. 3–12). Publisher.

4.6 Non-English language sources

Provide a translation of the title in square brackets after the title and before the period for sources with non-English titles or data. [9.38]

5.0 Latin abbreviations [6.29]

Latin abbreviations should be used only in parenthetical information and in references. In the text, use full English words. (Exception: *etc.* may be used at the end of long lists when appropriate).

Example: e.g., → for example,

i.e., → that is,

cf., → compare

Proper punctuation

· et al. (period (full stop) after al., but not et)

· etc. (period (full stop) after)

· i.e., (always with a comma)

· e.g., (always with a comma)

· cf. (no comma)

APA style does not use the Latin abbreviations *ibid.* or *op. cit.* Use full citations.

6.0 URLs

Check all links.

URLs should not be used in the body of the article itself. For accessibility reasons, URLs should be hyperlinked, with the URL listed in full in the references. [9.35]

Example: To date, many international platforms and online sites exist where research and current, best practices on ePortfolios are shared: The International Journal of ePortfolio (IJeP),….

In the references, the URL to the linked text (http://theijep.com/about.html) would be included in a citation.

6.1 DOIs.

Where available, provide the DOI for references using the format "https://doi.org/...".**[9.35]**

7.0 Countries

In the author information at the top of an article, the country of the university should be included, whether or not it seems obvious.

The name of the "United States of America" should be written as *the USA;* the adjective is *US.*

Example: US-born citizens often don't travel outside the USA.

The USA is not the same as "America," which might include all of North America, Central America, and South America.

Ukraine and other countries that formerly were preceded with "The" should use their current article-less title.

8.0 Tables and Figures

8.1 The table number and title appear *above* the table. [7.9]

8.2 Table numbers should be in bold and flush left above the title. Numbering is sequential and uses Arabic numbers. Start with Table 1; no period after the number. [7.10]

8.3 Table titles should be one double-spaced line below the table number, in italic title case.; no period [7.11]

Example: **Table 1**

The Correlations in the Data

8.4 Formatting of tables should be done as tables, not using tabs or spacing. They should not be enclosed in text boxes.

8.5 The figure number and title appear *above* the figure. [7.23]

8.6 Figure numbers should be in bold and flush left above the title. Numbering is sequential and uses Arabic numbers. Start with Figure 1; no period after the number. [7.24]

8.7 Figure titles should be one double-spaced line below the table number, in italic title case; no period

[7.25]

Example: **Figure 1**

The Correlations in the Data

8.8 Formatting of figures should be as images, not text boxes or tables. [7.26]

8.9 All tables and figures should be in place in the text, not appended to the end. [7.6]

8.10 For accessibility reasons, **color or bold face** should not be used alone to convey important information. Support color distinctions with explanatory text. [7.26]

8.11 The PDF versions of articles are created in grayscale, not color. Ideally, hatched patterns should be used instead of colors. If colors are used, be sure that there is clear contrast between the colors, and that the background is white or light in color. [7.26]

9. Blinding [12.7]

To assure that the reviewers have no information about your identity, your name or other personal information must not appear in the version submitted for review. If you need to mention your institution, simply substitute something like <authors'> University or "xxxx University" for its name.

- Any publications for which you were an author or co-author must also be masked.

  For example:

  Kim, I. Y. (2006). An analysis of writing feedback in Korean universities. *Journal of Education, 14 (*2), 102–108.

  becomes:

  Author (2006).

- Move these references to the correct location for references starting with "Au…".

- Check that your name or affiliation is not included in the MS Word "properties." See http://tinyurl.com/tesl-ej-reminfo for how to delete your personal information from an MS Word document.

10. Common pitfalls.

Please check your manuscript again to be sure that you have followed these guidelines to avoid common errors:

10.1 Use of the serial comma. [6.3]
Place a comma before "and" or "or" in a series of three or more items.

10.2 Commas and periods go inside quotation marks (2.2 above). [6.7]

10.3 Citing multiple works in parentheses. Arrange the citations in the text in alphabetical order by the first author's family name, not by date. [8.12]

10.4 Correct use of verb tense. [Table 4.1, p. 118]
Literature review: past or present perfect
Method/description of procedure: past or present perfect
Reporting results: past
Discussion of implications: present
Presentation of conclusions, etc.: present

10.5 Distinction between "that" and "which." APA style maintains a strict distinction. [4.21]
Restrictive ("that") clauses are essential to the meaning and are not set off with commas.
Nonrestrictive ("which") clauses add further information but are not essential to the meaning of the sentence; they are set off with commas.

10.6 Page citations for paraphrases. [8.23]
Paraphrases require a citation to the source of the original idea, but unlike direct quotations, the page or paragraph number is not required. However, the APA manual states: "Although it is not required to provide a page or paragraph number in the citation for a paraphrase, you may include one in addition to the author and year when it would help interested readers locate the relevant passage within a long or complex work (e.g., a book)" (APA, 2020, p. 269).