

Preparing Your Article for Submission to Between the Keys

General guidelines

BtK does not follow any style guide rigidly and prefers to reflect individual author's linguistic background. As a basic rule-of-thumb, **BtK** uses APA as a model for the main article.

Key Points

The choice of typeface, style of headers, of subheaders, of body text and so on is made by the Layout Editor in consultation with the Publication Chair. You as an author do not need to consider these issues. However, you do need to show clearly which part of your text is a header, subheader, body text, table caption and so on. Submitting your article fully formatted provides a clear visual reference for the Layout Editor—even though the actual choices as to precise document setting you make will be overridden.

To aid this process, follow these guidelines.

- As far as possible, use one standard font throughout (such as Times, 12 point).
- Be sure to check for and replace any double spaces that occur on a horizontal line of text with single spaces (use the Search and Replace function).
- Do not position any text or objects using the space bar.
- Indent a new paragraph with one tab space, except the first paragraph under a new header, which is not indented.
- Check all spelling and grammar carefully.
- Have a colleague proofread your article before final submission. Your article will be checked by the editors, but do not expect them to do basic formatting or correcting for you. Any articles whose level headers are not understandable will be sent back to you for correction.
- The title of your paper, all headers, and titles of tables and figures should be written with sentence capitalization—capitalize only the first letter.
- Use no more than three levels of headers. There should be no (vertical) space right below a header. Do not number headers.
- Do not specify page breaks.
- Do not use columns.
- Do not worry if the automatic page-breaks break up headers and text. That will be fixed during layout.
- Take special care with your reference list. Do not include sources that are not referred to within your article.
- Do not attempt hanging indents. Hanging indentation will be done for you at the layout stage.
- If you have specific questions about formatting or graphics files, please contact the Layout Editor. <layout@materialswriters.org>.

Model text: How to submit a main article

John A. Somebody
ABC University

Somebody B. Else
XYZ University

Abstract

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Level one header: Some APA guidelines

Level two header: In-text references

In your paper, use endnotes sparingly, and footnotes not at all. When you cite a previously published author, do so in the main body of your text. For example, you could write that, according to Jefferson and Adams (2008), students tend to learn better if they listen during lessons. In this case, when the names cited are not enclosed in brackets, use “and”; do not use “&”. However, you could also mention that students are more inclined to listen if the lesson is interesting (Jefferson & Adams, 2008). In this case, when the names are enclosed in brackets, use “&”; do not use “and”. If there are two authors, cite both every time. Do not use “et al.”

If there are up to and including five authors, cite all of them the first time. For example, it has been shown by careful research that students are more likely to be interested if they are not hungry (Harrison, Jackson, Madison, Monroe, & Tyler, 1999). If you then go on to refer again to the same work, cite only the first author, and use “et al.” For example, it is also now well understood that students are more likely to look out of the window if the sun is shining brightly (Harrison et al., 1999).

If there are six or more authors, cite only the first author, followed by “et al.” and the year. At the end of your paper, in your reference list, name up to and including six authors.

Numbers

The general rule is that numbers one through nine are written in letters, while numbers 10 or above are written in numerals.

One exception is that, if a sentence begins with a number, the number is written in words. Another exception is that, if you are reporting any unit of measurement, including units of time, the number is written in numerals, even if it is 1 through 9.

Quotations

A quotation of not more than about 40 words should be in continuous text, identified by “Double quotation marks; do not use ‘single quotation marks’ unless they are necessary to distinguish text that is already inside double quotation marks.” A quotation of more than about 40 words should be inset, as a block quotation; quotation marks are then not used.

Another level one header

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Level two header

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Note: $y < 0.1$

According to Swan (2003),

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1. Criterion 1.
2. Criterion 2.
3. Criterion 3.
4. Criterion 4.

Or if we found these things useful:

- Pencil
- Pen
- Book

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Bio data

John A. Somebody is enslaved to ABC University. He is currently interested in extreme sports. <jasomebody@abc.ac.jp>

Somebody Else has been with XYZ University since 1950. She lives in Tokyo, and is currently studying something rather obscure. <somebody@abc.ac.jp>

References

*This is the way to cite an article that has been published in a **periodical**:*

Hayes, A. B., Garfield, C. D., & Cleveland, E. F. (2003). Subliminal learning: Flashcards in a videogame. *Journal of High-Speed Reactions*, 29(5), 294-323.

*This is the way to cite a **published book**:*

Brown, H. D. (2000). *Principles of language learning and teaching* (4th ed.). White Plains, NY: Pearson Education.

*This is the way to cite a chapter in an **edited book**:*

Bailey, K. M. (2003). Speaking. In D. Nunan (Ed.), *Practical English language teaching* (pp. 47-66). New York: McGraw-Hill.

Online references in your reference list:

According to the APA guide, the date on which content was retrieved from an electronic source is important if, and only if, the content is likely to be amended or updated. In such a case, the retrieval date usefully places your research in a historical context. It follows that no retrieval date is necessary for content that is final and already placed in a historical context by a date of publication or issue number, etc.

There is a trend in favor of attaching a Digital Object Identifier (DOI) to journal articles and other documents. If a DOI is available, cite the DOI instead of the URL. Here is a **model**:

Polk, K. J. (2006). Catering to learners who feel hungry at different times. *Australian Journal of Sustenance*, 79, 483–490. doi:10.1072/0002-9234.76.4.428

On the other hand, if there is no DOI, it is necessary to cite the URL. Here is a **model**:

Taylor, Z. J., & Fillmore, M. S. (2009). Does listening comprehension improve if there is no background music? *E-Journal of Listening Comprehension*, 7(22), 46–56. Retrieved from <http://oks.lib.tayl.edu.nz/index.php/fillm/article/view/17/99>

If your reference does not give access to the content directly but only to a site which will provide information on how to obtain (and perhaps pay for) access, do not use “Retrieved from”, but use “Available from”. Here is a **model**:

Pierce, F. (2003). *A study into whether the use of anti-virus masks impedes communication in the L2*. Available from <http://www.shownoexpression.com/seethis.asp!itemID=135>

If the content is not necessarily final, provide a retrieval date. Here is a **model**:

Buchanan, G. M. (2005). Pragmatics. In F. O. Grant (Ed.), *The international encyclopedia of applied linguistics*. Retrieved December 21, 2008, from <http://lingua.essex.edu>

This guide has been prepared taking the JALT 2009 Proceedings “Formatting your JALT2009 Proceedings article:General guidelines” as a base. Many thanks to Malcolm Swanson for his hard work in creating that very useful document.