

Journal of Applied Linguistics and Professional Practice
Checklist for Authors (Revised & Final versions)

Prepare **ONE WORD document** as follows:

- Everything in one file

Page 1: cover sheet – See sample below

- Name(s) of author(s)
- Main author's full institutional address (incl. tel/fax/email)
- Full title of the article
- Short title of the article (for running head)
- Word count and character count (with spaces), inclusive of all material

Page 2: bionote (approx. 75 words per author) – See sample below

- Bionote, including address for correspondence for all author(s)

Page 3: abstract and keywords

- Abstract (max 200 words)
- Up to 6 keywords

Page 4 ff: manuscript (max 8000 words)

- Provide title of ms and affiliations for title page (Name of university and country only).
- Use 12-point Times New Roman font (do not use boldface in the body of the text except for subheadings).
- The ms must be double spaced throughout.
- The ms must not contain headers and footers.
- Ensure that annotations are deleted from the manuscript.
- All abbreviations must include full forms at their first mention.
- Do not use contracted forms such as *can't*, *didn't*, *shouldn't*, &.
- List citations in the text in chronological orders. If providing page references, they should be separated by colon and space.
- Data transcripts: (i) for data transcripts with line numbers, do not exceed 60 characters per line (including spaces) - this restriction does not apply if turns

(not lines) are numbered; (ii) preferably, all line numbers should be added manually instead of using an automated Word function; (iii) when two languages are in play, do not use two-column format for presenting data extracts; (iv) data extracts should be part of running text not treated as figures, being boxed etc.; and (v) always provide a list of the transcription conventions as an appendix, suitably cross-referred in the text.

- Figures/tables (and captions to accompany them) should be provided on separate sheets at the end of the manuscript. In the body of the text, clearly indicate at the appropriate place [Insert Fig. 1 about here].
- Use Endnotes rather than Footnotes. However, keep Endnotes to a minimum. Indicate Endnotes by using a superscript number in the main text, rather than using Word's Endnote function. The Endnotes should precede the 'References' section.
- References must conform to JALPP house style. Include volume number, issue number and page references in journal citations, e.g. *Clinical Linguistics and Phonetics* 16 (5): 345–359 (use unspaced en dashes rather than hyphens in number spans, also for book chapters). See examples below.
- Avoid use of appendices but if they are essential place them before the Endnotes and References.
- Ensure that explicit acknowledgement is made about informed consent and ethics approval when research involves human participants.

Please visit the website for further details, especially regarding house style

<http://www.equinoxpub.com/journals/index.php/JALPP>

Revised/Final Submissions

Save the WORD document giving as file name the manuscript reference number provided + author name + R (e.g. JALPP00110-James-R for revised version); + F (e.g. JALPP00110-James-F for final version); add a cover letter as a separate file (e.g., JALPP00110-James-Cover Letter) in which you set out in some detail how you have addressed the referees' concerns, and submit:

- As an email attachment to Bettina Jensen at jalpp@equinoxpub.com
- Return this checklist with boxes filled ✓ / X

SOME IMPORTANT POINTS TO BEAR IN MIND WHEN PRODUCING REVISED AND FINAL VERSIONS

- Introduction must be kept separate from literature review. Very broadly, the introduction should orient the reader to the background, aim and focus of the paper – leading to the research questions and the structure/organisation of the overall paper.
- Update all anonymised references (avoid Author 2012, Author *et al.* 2014).
- All data extracts should be set out within the main text. Do not place them inside separate text boxes.
- Provide transcription conventions in an appendix and make a cross reference at a relevant point in the text (e.g. when introducing the first data extract).
- If you are using line numbers in the transcript, insert the line numbers manually. Do not use Word's "line number display" function. Also, make sure the total number of characters including spaces does not exceed 60 because of the format design of JALPP. Then check for cross-references in the text.
- A number of manuscripts do not follow the journal's house style strictly (for references section and for in-text citations), which results in delay in processing the revised mss. Make sure you adhere to the JALPP house style. Author last and first names must be written in full. Middle names must be written as initials. (e.g. Surname, Name X. X.). Entries in the list of references should not contain carriage returns followed by tabs or spaces to create indents. There should only be one carriage return, at the end of the entry.

Sample Cover Sheet

Author: Jan James

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Full title of Article: Professional Socialisation and Migration Experience

Short Title of the Article (for running head): Professional Socialisation

Word Count (all inclusive): 7007

Character Count (with spaces): 47777

Sample Bionote

Jan James received her PhD in semiotics from the University of Cosmos and is currently associate professor in the University of Virtual Space. Her research interests include lifestyle learning, professional belief systems and research ethics. Her most recent book-length publication is *Expert Communication in Intercultural Organisational Contexts* (2010, Blue Sky Press). Address for correspondence: Department of Linguistics and Communication, University of Virtual Space, Otherland, OH20 8TT, UK. Email: jj@UVSO.com.

JALPP House Style

Manuscripts must not exceed the word limit of 8000 (inclusive of references but excluding cover sheet information and bionotes). Manuscripts must be typed in 12 point, Times Roman font, double-spaced, divided into sections by numbered headings. Do not use headers and footers. All pages must be numbered. Emphasised words or phrases should be italicised. Foreign words or phrases should also be italicised and followed by a translation in single quotation marks. Please avoid the use of boldface in the text. For data transcripts with line numbers rather than turn numbers, use a maximum of 60 characters per line (including spaces).

Line drawings and photographs (called 'Figures' in the text) must be reproducible originals and should be submitted as supplementary files. Figures will be reduced in size to fit the width. A note should be placed in the text to indicate the approximate placement of each figure, e.g., 'Figure 1 about here'. Figures should be numbered separately, i.e., Figure 1, 2, 3, and so on. All figures must be cited in the text.

Tables should be numbered consecutively and titled, and must be referred to in the text.

Use endnotes rather than footnotes. Endnotes should be kept to an absolute minimum. They should be numbered consecutively throughout the article (not per page) and listed on a separate page entitled 'Notes' at the end of the article, preceding the References.

Appendices should be placed before the Notes and References.

Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the following style:

(Smith 2002)
(Smith 2002: 250–253)
(Smith et al. 2003: 10)

(Smith 1979, 2001)
(Smith and Jones 1976)
(Smith 1970a, 1970b)

(Smith 2000: 24)
(Smith 1991; Jones 1992)
(Smith 2004 [1992])

Do not use 'ibid' or 'op cit.' but repeat the author, date and page citation.

In referring to information from a particular work, please give the exact page numbers, e.g. (Smith 1979: 54-59), not '54ff'. List citations in the text in chronological order, e.g. (Thomas 2002; Smith 2005; Arnold 2009).

All works cited in the text, and only those, must be fully listed in the Reference section at the end of the manuscript, in alphabetical order by the author. All entries for book publications must include place of publication and publisher. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue numbers on the case of journal articles.

Do not abbreviate the names of journals. Use un-spaced en dash rather than hyphen in number spans, also for book chapters. Note the system of capitalization and punctuation in the following examples:

Book

Freidson, Eliot (1970) *Profession of Medicine: A Study of the Sociology of Applied Knowledge*. New York: Dodd, Mead and Company.

Book Chapter

Heath, Shirley B. (1979) The context of professional languages: An historical overview. In James Alatis and Richard Tucker (eds) *Language in Public Life*, 102–118. Washington DC: Georgetown University Press.

Journal Article

Levinson, Stephen C. (1979) Activity types and language. *Linguistics* 17 (5/6): 365–399.

Include volume number, issue number and page references in journal citations, e.g., *Journal of Applied Linguistics* 3 (3): 112–134.

Dissertations and Theses

Thomas, Jenny A. (1986) *The Dynamics of Discourse: A Pragmatic Analysis of Confrontational Interaction*. Unpublished Doctoral Thesis. Lancaster University, Lancaster.