

## SUBMISSION GUIDELINES

### Submission declaration

Articles submitted for publication should not have been published previously and should not be under consideration for publication elsewhere. Publication should have been approved by all authors.

In the event that an article published in *Papers from LAEL PG* is later modified and published elsewhere, it should be accompanied by a statement indicating that the article is based on an article originally published in *Papers from LAEL PG*.

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### Review Policy

As the manuscript will be anonymously peer-reviewed, please remove all identifying features from the paper itself by ensuring that no author's name appears in the text or header/footer.

### Language

Please write your text in good English (American or British usage is accepted, but not a mixture of these). To avoid unnecessary errors you are strongly advised to use the "spell-check" and "grammar-check" functions of your computer.

### Word limit and formatting

Manuscripts should be 4000 to 6000 words and should be double-spaced. Page numbers must be included.

### Referencing conventions

Referencing should be done in accordance with the Publication Manual of the American Psychological Association (6th edition). Details concerning this referencing style can also be found at: <http://linguistics.byu.edu/faculty/henrichsen1/apa/apa01.html>.

In-text citations should consist of the author's family name and the year, plus the page number if you are referring to a specific piece of information, e.g. (Brown 2009, p. 59).

References should be listed alphabetically by the author's family name, and then further sorted chronologically if necessary. More than one reference from the same author in the same year should be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

- Book:  
Johnson, K. (2003) *Designing Language Teaching Tasks*. Basingstoke: Palgrave Macmillan.
- Journal article:  
Plakans, L. (2009a) 'The Role of Reading Strategies in Integrated L2 Writing Tasks.' *Journal of English for Academic Purposes*, Vol. 8(4), 252-266.

- Chapter in an edited volume:

Ericsson, K.A. & Smith, J. (1991). Prospects and limits of the empirical study of expertise: An introduction. In Ericsson, K.A. & Smith, J. (eds.), *Towards a General Theory of Expertise: Prospects and Limits*. Cambridge: Cambridge University Press, 1-38.

### **Scripts**

If the manuscript contains reference to languages other than English, Romanized transliteration should be used for languages that do not use Roman script. For the presentation of IPA symbols, please use Charis SIL IPA font (for more information, please visit: <http://scripts.sil.org/CharisSILfont> ).

### **Article structure**

Subdivision of article

Divide your article into clearly defined sections and each section should be given a brief heading. The article should contain the following elements:

- Introduction

State the objectives of the study and provide an adequate background.

- Literature review

Review the relevant literature, as it relates to the study.

- Data and methods

Describe how the data were selected, collected and analysed. Provide sufficient detail to allow the work to be reproduced.

- Results

Results should be clear and concise.

- Discussion

This should explore the significance of the results, not simply repeat them. A combined results and discussion section may be appropriate. Avoid extensive citation in this section.

- Conclusions

The main conclusions of the study should be stated, along with limitations and suggestions for further research.

### **Appendices**

If there is more than one appendix, they should be identified as A, B, etc.

### **Abstract**

A concise and factual abstract of up to 200 words should be included, before the article. The abstract should briefly the purpose of the research, the principal results and major conclusions. Please do not include references in the abstract.

### **Footnotes**

Footnotes should be used sparingly. Any footnotes should be numbered consecutively throughout the article.

### **Tables**

Please give all tables a number and title. Please ensure that data given in tables is adequately explained in the body of the text.

### **Covering email**

The subject heading of the email should read, "article submission"

The body of the email should include the following:

- The full name of each author
- The affiliation of each author
- The title of your article

### **Submission checklist**

- Is the manuscript within the word limit of 4000 to 6000 words?
- Have you removed the author's name from the manuscript?
- Have you double-spaced the text?
- Have you used the spell-check?
- Are all references in the correct format (APA)?
- Are all references mentioned in the text also listed in the list of references (and vice-versa)?
- Is the abstract under the 200 word limit?
- Have you included your name, affiliation and the article title in the email?