

Style Sheet for Manuscripts

General Information for All Languages

- All manuscripts must be typed in Microsoft Word or Rich Text formats.
- The paper size should be A4 (21 x 29.7 cm).
- The manuscript must include the title, which is to be positioned in the centre before the main text body. The title, authors' names, institutions/affiliations, contact numbers and email addresses are to be typed onto a separate cover sheet for the manuscript. This will make it easier for the Editorial Committee to prepare the manuscript for blind refereeing.
- All margins are to be set at 2.5 cm and the manuscript should be double-spaced.
- No page numbers are needed in the manuscript.
- Do not use headers or footers.
- References are to be included at the end of the paper. Endnotes should be used instead of footnotes for easy conversion to HTML format.
- Any pictures, graphics, graphs or other forms of illustrations should be of a good quality and submitted separately as JPEG files. They should also fit onto A4-size paper.
- Authors are to check their manuscripts for accuracy of language and any references/citations before submission.

For Languages with Latin Script

- All manuscripts must use black Times New Roman or Times Roman or Times font.
- All headings and sub-headings should be numbered using the decimal system (e.g. 1, 1.1, 2, 2.1, 2.1.1 etc.)
- Authors should adhere to the following font sizes and styles:

Title	: 14 pt and bold
All headings and sub-headings	: 12 pt and bold
Main text body	: 11 pt and non-bold
Endnotes	: 10 pt and non-bold
Captions for figures & tables	: 10 pt and bold
- References and citations must follow APA guidelines.

In the following are some samples (see Publication Manual of the American Psychological Association, Fifth Edition for all other forms of references):

Reference Citations in Text:*One work by one author*

Language Testing & Evaluation (Allison, 1999)

One work by multiple authors

Swaffar, Arens, and Morgan (1982) found ...

Swaffar et al. (1982) found ...

Swaffar et al. found ... (omit year from subsequent citations after first citation within a paragraph)

Groups as authors

Entry in reference list: Centre for Language Studies. (1999).

First text citation: (Centre for Language Studies [CLS], 1999)

Subsequent text citations: (CLS, 1999)

References*Articles in a Periodical:*

Montrul, S., & Slabakova, R. (2003). Competence Similarities between Native and Near-native Speakers. *Studies in Second Language Acquisition*, 25, 35-398.

Books/Monographs:

Stevick, E.W. (1989). *Success with Foreign Languages*. Hertfordshire: Prentice Hall.

Book Chapters:

Prabhu, N.S. (1999). Teaching is at Most Hoping for the Best. In C. Ward & W. Renandya (Eds.), *Language Teaching: New Insights for the Language Teacher* (pp. 48-57). Singapore: SEAMEO Regional Language Centre.

Articles in an Online Periodical:

Wolfe, E.W., & Manalo, J.R. (2004). Composition Medium Comparability in a Direct Writing Assessment of Non-native English Speakers. *Language Learning and Technology*, 8, 53-65. Retrieved January 1, 2004, from <http://ilt.msu.edu/vol8num1/wolfe/default.html>

Online Document:

Noblitt, J.S. (1995). *Cognitive Approaches to Listening Comprehension*. Retrieved January 1, 2004 from <http://www.unc.edu/cit/iat-archive/publications/noblitt/noblitt3.html>

Unpublished Thesis

Hong, L. (1976). *The Intellectual Awakening and Social Reforms of the Chinese in Singapore, 1984-1910*. Unpublished B.A. Honours' Degree thesis, University of Singapore, Singapore.

Article in newspaper

David, S. (2004, Feb 9). Multiple-choice tests punish kids who think deeply. *The Straits Times*, pp. H4.