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:
  
<table>
<thead>
<tr>
<th>Font Style</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>14 pt and bold</td>
</tr>
<tr>
<td>All headings and sub-headings</td>
<td>12 pt and bold</td>
</tr>
<tr>
<td>Main text body</td>
<td>11 pt and non-bold</td>
</tr>
<tr>
<td>Endnotes</td>
<td>10 pt and non-bold</td>
</tr>
<tr>
<td>Captions for figures &amp; tables</td>
<td>10 pt and bold</td>
</tr>
</tbody>
</table>

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

References

Articles in a Periodical:

Books/Monographs:

Book Chapters:

Articles in an Online Periodical:

Online Document:

Unpublished Thesis

Article in newspaper