This style guide reflects the format and policies that are applied to all published articles in TESL-EJ. While it is the task of the TESL-EJ copyeditors to assure that accepted manuscripts conform to these guidelines, please make their job easier by submitting articles that follow them as much as possible.

1.0 Overall formatting

Review a few published articles, preferably in your own topic area for a general idea of how articles are formatted. Note the an abstract is required in the version submitted for review even though it is also requested for the "metadata" that you will fill in during the submission process. Documents must be submitted as editable MS Word files although they may be created with any compatible software such as Open Office.

1.1 Blinding

TESL-EJ articles are “double-blind” refereed. This means that the referee should have no clue to the identity of the author(s) nor should the authors know who their referees are. See Section 9 for a fuller discussion of “blinding”.

1.2 General layout

Although it is possible to change the fonts and sizes at later stages in the adjudication process, it is best to start off with an acceptable style. TESL-EJ generally follows APA style.

Title: Use “Title Case” (Capitalize the major words in the title.)

Correct: A Guide to Learning Disabilities for the ESL Classroom Practitioner

Wrong: A GUIDE TO LEARNING DISABILITIES FOR THE ESL CLASSROOM PRACTITIONER.

Font: Use 12 point Times New Roman for the body of your text.

Spacing: Use single spacing for the body of the paper.

Intra-paragraph spacing: Put an extra line break between paragraphs or use MS Word’s paragraph formatting to add 6 points after each line break.

1.3 The abstract

The abstract should be between 150 and 200 words. Abstracts with word counts greater or fewer words will be automatically rejected. Be sure that the abstract covers the major points of the paper including the need for the study, the method employed and a rough indication of the results.

1.4 Section headings

Major headings should be in title case, 14-point Times New Roman, bolded. (This applies to headings such as “Introduction”, “Literature Review”, “Method”, “Discussion”, “Conclusion” and “References”).

Sub headings – Use title case, 12-point Times New Roman, bolded and underlined. (The underlines will be removed when formatted for publication, but help us to clearly differentiate major and minor headings in the manuscript.)

Minor headings – Use sentence case, 12-point Times New Roman, bolded. Continue with the text on the same line.
1.5 Other points

- The first section after the abstract should be labeled **Introduction**.
- Sections and subsections should not be numbered.
- TESL-EJ employs endnotes rather than footnotes, but please use them sparingly.
- There is no length limit or word count for articles, though they need to take into account a reader’s patience and time. The ideal length is between 3,000 and 10,000 words.

### 2.0 Spelling and Punctuation

Authors may use British, Canadian, or American English spelling, but it must be consistently used throughout the document. Use the Microsoft Word “Tools-->Language” setting to change the spell-checker to the variety of English.

Proper diacritical markings should be used for names, relevant words, etc.

#### 2.1 Punctuation Style

Use American punctuation style.

**2.2 Punctuation goes inside quotation marks.**


#### 2.3 Page number indications

Use p. for a single page.

Use pp. for multiple pages.

A space after the period (full stop).

Example: p. 14, or pp. 4—12

**2.4 Only one space** after an end-of-sentence period (full stop).

#### 3.0 Capitalization

**3.1 Titles of articles** (at the top of the article) should use title case.

Example: Bridging Policy and Practice: A Study of EFL Teacher Talk in China

**3.2 Titles of articles and books in reference lists** use sentence case, with an initial capital letter after a colon. Do not use quotation marks around titles.

Example: Classroom code-switching: Three decades of research

3.3 Names of journals use title case.

#### 4.0 Reference list

The highest number of errors in any article are found in the reference lists. Check your references for:
• Spelling of author names (including diacritics: Zoltán Dörnyei—not Zoltan Dornyei)
• Links that work (watch for erroneous spaces).
• Proper formatting (see below)
• All references are actually mentioned in the text and vice-versa. (It is easy to forget to adjust the references when revising the main text of your article.)

4.1 Formatting references in MS Word
There should be no tabs, extra spaces or line breaks within each reference. Use the markers on the ruler line to control indentation.

4.2 Journal article entry example

• Surname plus initials (no first names); space between double initials
• Comma after the first set of initials if two authors
• Use an ampersand (not the word ‘and’)
• Period (full stop) after year
• Italics for journal name and volume number.
• The highlighted periods (full stops) show punctuation after the author names, date (inside parentheses), title, and source.
• Do not add punctuation marks after DOIs or URLs. These link directly to article information; the exact address, without added punctuation, should be used.
• If more than one work from an author is cited, they should be listed in date order (oldest first). If two works are from the same year, use ‘a’ and ‘b’ after the year to distinguish them.

4.3 Book entry example

Use sentence case for titles; italicize the title.

4.5 Article in book example
4.6 Non-English language sources

Provide a translation in brackets for sources with non-English titles or data.

5.0 Abbreviations

5.1 Latin abbreviations

Latin abbreviations should be used only in parenthetical information and in references. In the text, use full English words. (Exception: etc. may be used at the end of long lists when appropriate).

Example: e.g., → for example,
          i.e., → that is,
          c.f., → see, for example

Proper punctuation

· et al. (period (full stop) after al., but not et)
· etc. (period (full stop) after)
· i.e., (always with a comma)
· e.g., (always with a comma)
· c.f., (always with a comma)

APA style does not use the Latin abbreviations ibid. or op cit. Use full citations.

6.0 URLs

Check all links.

URLs should not be used in the body of the article itself. For accessibility reasons, URLs should be descriptively linked, with the URL listed in full in the references.

Example: To date, many international platforms and online sites exist where research and current, best practices on ePortfolios are shared: The International Journal of ePortfolio (IJeP),….

In the references, the URL to the linked text (http://theijep.com/about.html) would be included in a citation.

6.1 DOIs. For references with a known DOI, specify them in this format which will make them clickable (in cases where the corresponding page has been set up). https://dx.doi.org/yyyyy

7.0 Countries

A few notes on countries:

· In the author information at the top of an article, the country of the university should be included, whether or not it seems obvious.

· The name of the North American country is the USA; the adjective is US.

Example:

· US-born citizens often don’t travel outside the USA.
The USA is not the same as America, which includes all of North America, Central America, and South America.

Ukraine and other countries that formerly were preceded with “The” should use their current article-less title.

8.0 Tables and Figures

8.1 Tables should be named above the table. Titles should be bold and capitalized after numbering. Numbering is sequential and uses Arabic numbers. Start with Table and the number followed by a period.

   Example: Table 1. The Correlations in the Data.

8.2 Figures should be named beneath the figure. Start with Figure and the number followed by a period. Numbering is sequential and uses Arabic numbers. Titles follow and should be bold and use Title Case.

   Example: Figure 1. The Correlations in the Data.

8.3 Formatting of tables should be done as tables, and not using tabs or spacing. They should not be enclosed in text boxes.

8.4 Formatting of figures should be as images, not text boxes or tables.

8.5 All tables and figures should be in place in the text, not appended to the end.

8.6 For accessibility reasons, color or bold face should not be used alone to convey important information. Support color distinctions with explanatory text.

8.7 The PDF versions of articles are created in grayscale, not color. Ideally, hatched patterns should be used instead of colors. If colors are used, be sure that there is clear contrast between the colors, and that the background is white or light in color.

9. Blinding

To assure that the reviewers have no information about your identity, your name or other personal information must not appear in the version submitted for review. If you need to mention your institution, simply substitute something like <authors’> University or “xxxx University” for its name.

- Any publications for which you were an author or co-author must also be blinded.

   For example:
   

   becomes:
   
   Author (2006).

- Move these references to the correct location for references starting with “Au…”.

- Check that your name or affiliation is not included in the MS Word “properties”. See http://tinyurl.com/tesl-ej-reminfo for how to delete your personal information from an MS Word document.