

○ **STYLE SHEET FOR CONTRIBUTORS TO THE AUSTRALIAN REVIEW OF APPLIED LINGUISTICS**

1. Articles for the *Australian Review of Applied Linguistics* should be 5,000 words long, including notes and tables. AUTHORS SHOULD INDICATE THE LENGTH OF THEIR ARTICLE ON THE FINAL PAGE OF THEIR TEXT.
2. Articles should be preceded by an abstract (maximum 200 hundred words) that summarises the methodology and major claims or conclusions of the article, and by up to five keywords.
3. Sections of the article should be headed, but not numbered. All headings should be placed on a separate line from the ensuing text.
4. Footnotes should not be used. Endnotes at the end of the text should be avoided, or kept to a minimum. They should be numbered consecutively and grouped under the heading 'Endnotes'.
5. From 2006, ARAL will follow a modified version of *The Chicago Manual of Style* 14th edn. References within the text to other sources should contain the name of the author, the year of publication and the relevant page number(s); for example, (Smith 1962, 23). Apart from a comma or a parenthesis, there should be no intervening material between the author's last name and the date. Where reference is made to more than one article or book published by an author in the same year, each article or book should be given a letter designation attached to the date (Brown 1983a). Where two or more works by the same author(s) are cited alongside one another, the author and date must be provided for each cited work (Brown 1997; Brown 2001). There is no need to use 'ibid.' etc. If there are two authors, both names should be listed with 'and' (Brown and Smith 1999). When there are more than two authors, use 'et al.' after the first author's name.
6. References should be grouped together at the end of the article under the heading 'References' (before the Endnotes, if any), and arranged in alphabetical order of the authors' last names. If it is felt to be of particular significance, a bibliography may be included after the references. The format for references is as follows:
 - Invert all authors' names; give surnames and initials for all authors up to and including six authors, and separate authors with a semi-colon rather than the

word ‘and’. When there are seven or more authors, the seventh and subsequent authors are abbreviated as ‘et al.’.

- All book or article/chapter titles are to be written in SMALL letters, with the exception of the initial letter and proper names.
- Journal titles are to be written with SMALL letters and italicised.
- Quotation marks should be put around chapter and article titles.
- The date of publication is to be placed after the author or editor.
- Editor(s) instead of authors are to be signaled via abbreviation: ed. or eds.
- References are to be listed alphabetically and chronologically from oldest to most recent for multiple references from the same author.
- Any reference to an article in a journal is to contain full page references, with the page span separated by an en-dash.
- Titles (except journal titles) are to be concluded with a full stop or question mark, as appropriate. Commas are not to be used.
- Journal titles should not be preceded by ‘In’.
- Electronic sources include aggregated data bases, online journals, Web sites or Web pages, newsgroups, Web- or e-mail-based discussion groups, and Web- or e-mail-based newsletters. The format for electronic references (i.e., ‘retrieved February 25, 2002, from <http://www.apastlye.org/elecsource.html>.’) is:

Online periodical: Author, A.A.; Author, B.B.; Author, C.C. 2000. ‘Title of article’. *Title of periodical* vol (issue): page/s. Retrieved month day, year, from source.

Online document: Author, A.A. 2000. *Title of work*. Retrieved month day, year, from source.

7. Single quotation marks should be used for short quoted sections. Double quotation marks should be used for quotations within quoted sections.
8. Spans of numbers should be separated by an en-dash rather than by a hyphen.
9. Tables should be numbered consecutively, and Figures should be numbered in another consecutive series. Tables should be included in the relevant part of the text. Each should have a title, which indicates the nature of the data being presented and how they are to be interpreted. Figures and diagrams created in Excel should be submitted as separate Excel files. All other images must be presented to the Editor

in high resolution image format (e.g., .jpg, .tif, .gif). The maximum amount of space available on the printed page for figures and tables is 120mm wide by 150mm high.

10. Table text should use 9 point Arial font for headings (bolded or not, as required – but this should be applied consistently), and 8 point Arial font for text.
11. Examples and quotations of more than four lines are to be indented, typed in single spacing and separated from the text by a blank line above and below.
12. Technical terms, names of organisations, etc. which appear as sets of initials, should be given in full form when they first appear in the text, with the abbreviated form in brackets.
13. Foreign words and phrases should be italicised. However, common Latin abbreviations such as *et al.*, etc., i.e., e.g. should not be italicised.
14. Words requiring particular emphasis should be italicised. If it is necessary for a part of a word or phrases to be emphasised in an already italicised word (for purposes such as drawing attention to a particular morpheme in a foreign or emphasised word) please use bold type on the appropriate portion of the word or phrase.
15. Hard copies of the article should be typed in MS Word, Arial font with double spacing.
16. If your article includes non-Roman scripts, please be sure that the English text in tables and figures are typed in Arial (to make formatting easier).
17. Use default setting ‘Normal’ for the main text of the article. The title should be assigned to ‘Heading 1’. Main headings in the article should be assigned to ‘Heading 2’ and minor headings to lower levels as appropriate. Do not use tabs to indent paragraphs. Do not use headers or footers.
18. We encourage contributors to submit their manuscripts in non-discriminatory language.
19. Three hard copies of each article should be submitted, along with an electronic copy submitted as an email attachment. The author’s name should not appear on any of the copies, but should appear on a separate sheet attached to the top copy. The author should also attach a biographic note.
20. After receiving notification that the paper has been accepted, the author(s) will be required to do some additional formatting and to send the revised copy electronically.
21. All contributors will need to sign a Contributor Agreement. Authors will receive one free copy of the issue in which their article appears and 12 months of access to the same online issue.

[SAMPLE TITLE PAGE]

Bilingualism in hearing-impaired adolescents

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Jocelyn Jensen is Professor of Applied Linguistics at the University of Darwin. Her major fields of research are bilingualism and language disability, second language acquisition and computer-aided language learning. She is the author of *Computers and language learning* (Melbourne: Hermit Press, 1990) and *Language disability and second language learning* (Darwin: University of Darwin Press, 1989).

[SAMPLE FIRST PAGE OF TEXT]

Bilingualism in hearing-impaired adolescents

Abstract

(text here)

Keywords

(up to five keywords or very short phrases here)

Introduction

(text here)

The case studies

Native-speaking students

The first case study was conducted over three academic terms of (rest of text here)

Interpreting the results

Jones (1974, 23) argued that his results demonstrated the primary (rest of text here)

Of particular interest is the claim by Brown (1979, 17–18) that:

It is apparent from the extensive studies of such students that the main difficulties encountered concern their inability to process the spoken word during the course of their studies.

A significant example of student A's problems is shown by the responses given to the primary questions in the first test:

I never find it easy to hear what people are saying in class.

This demonstrates that the first contention made above is substantially (rest of text)

	Male	Female	Total
1976	16.9	21.0	37.9
1977	19.0	22.7	41.7
1978	20.3	24.6	44.9
1979	21.5	25.0	46.0

Table 1

Number of adolescents per 100 who reported hearing difficulties, 1976–1979

Endnotes (at the very end of the article)

¹ This study was made possible by a grant from the International Association.

² (Etc.)

Sample References

- Brown, A., ed. 1979. *Studies in hearing impairment*. 2nd edn. London: Hermit Press.
- Carter, J.D.; Williams, M. 1975. 'What is the cause of students' hearing difficulties?' *Australian review of applied linguistics* 4 (2): 98–107.
- Douglas, H.; Rowlands, M.L. 1979. 'Tertiary sampling methods'. In *Research in applied linguistics*, edited by Brown, J. Cambridge: Cambridge University Press.
- Flower, L.; Hayes, J.R. 1980. 'The dynamics of composing: Making plans and juggling constraints'. In *Cognitive processes in writing*, edited by Gregg, L.W.; Steinberg, E.R. Hillsdale, New Jersey: Lawrence Erlbaum.
- Smith, J. 1981. *Studies in education problems*. Melbourne: A.B.C. Press.
- Smith, J. in press. Who needs hearing assistance? *Australian studies in tertiary education*.

GUIDELINES FOR BOOK REVIEWERS

- Reviews should be completed within 3 months of receiving the book.
- They should be between 1000 and 1500 words long, and typed double-spaced on A4 paper.
- They can be emailed as an attachment in MS Word or as RTF, or a disk copy can be submitted, accompanied by a hard copy.
- Reviewers should indicate, at the beginning of their review: Author, title, location and name of publisher, date, number of pages. An example of the standard format is:

Andreas H. Jucke. *Social stylistics: Syntactic variation in British newspapers*. Berlin and New York: Mouton de Gruyter. 1992. Pp. xix, 297.

- After the above, before the text of the review begins, reviewers should indicate their name and the name of the institution and department where they are working.
- If references are used, including in-text referencing, they should be set out according to the style indicated above.

The ultimate decision on whether or not a book review will be published remains with the Editor.

FURTHER INFORMATION

For further information about the style, please consult:

- Monash University ePress's *Submission Guidelines*, available as a pdf from <http://www.epress.monash.edu/submissionguidelines.pdf>. Or
- Chapter 16 of *The Chicago Manual of Style*, 14th edn (Chicago: University of Chicago Press, 1993), for information specifically about the referencing style.