Manuscript Guidelines for AWEJ

[The title of the paper should be centered on the page, typed in bold 12-point Times New Roman font. Major words should be capitalized, as in the example above].

First Author's Name
First Author's Affiliation (Department, Faculty, University, City and Country)
Second Author's Name
Second Author's Affiliation (Department, Faculty, University, City and Country)

Abstract

The heading "Abstract" should be centered left justified. The abstract is a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper. It also should contain at least research topic, research questions, participants, methods, results, data analysis, and conclusions. Abbreviations and acronyms used in the paper should be defined in the abstract. The abstract should be between 150-250 words.

Keywords: Next, authors can list up to five keywords or brief phrases related to the paper.

Introduction

The introduction should present the problem that the paper addresses. Write with clarity about the issues that the reader must know in order to fully appreciate the rest of the paper.

The body of the text should be left justified in 12- point Times New Roman font.

Main Headings

Main headings should be in bold, left justified and in 12-point Times New Roman font.

Sub-headings

Sub-headings should be italicized and indented in bold Times New Roman font.

Conclusion

A concluding short section should be included. As well as conclude an inquiry response it might also summarize the main points of the paper.

References

Use alphabetical order NOT bullet or numbers: Entries should be arranged in alphabetical order by authors' last names. Sources without authors are arranged alphabetically by title within the same list. Ignore the words A, An, and The when ordering by title.

Jin, Y. & Yang, H. (2006). The English proficiency of college and university students in China: As reflected in the CET. *Language, Culture and Curriculum, 19, 1*, 21-36.

Krashen, S.D. (1982). *Principles and Practice in Second Language Acquisition*, Oxford: Pergamon.

[As a rule AWEJ uses APA referencing formats. For instance, refer to http://owl.english.purdue.edu/owl/resource/560/01/]

Recommended APA referencing formats for In-Text Citations

In-Text Citations

Citations are required for all print and electronic sources. It is extremely important to acknowledge the ideas or the work of others with properly constructed and accurate citations. Below are two ways in which a researcher's work may be cited properly by another author:

Example A (direct). According to Richards (2010), there are both 'macro' and 'micro' reasons why many postgraduate researchers fail to complete a research dissertation.

Example B (indirect). Postgraduate researchers often fail to complete a research dissertation for a combination of reasons. (Richards, 2010).

Quotations

Page numbers are required with all direct quotations. The citation should be placed immediately after the quote, even when it is not at the end of the sentence. For example, changes to APA style "are not only permissible but also desirable" (APA, 2001, p. 322) when they are not suitable for the needs of the paper. As shown in the above example, quotations can be cited with a signal phrase that includes the author's last name followed by the date of publication, putting the page number in parentheses at the end of the quotation before the ending punctuation mark. In general, no quotation marks are required when paraphrasing ideas. Likewise, page numbers or other indication of specific parts of a source is not necessary unless a specific part of the text is being referenced.

Block Quotations

When a quotation is more than 40 words in the text, authors are instructed to use block quotation format. The entire quote is indented 5 spaces and the reference follows the punctuation. As Patil (2010) explains:

These problems stem from several reasons such as the nature of the English alphabet, the letter-sound disparity of the English language, and the reverse directionality of the English writing

system, as compared to Arabic writing system. These factors lead to bad reading habits like fixation, regression, sub-vocalization, and reverse visualization (p. 19)

Recommended APA 'List of References' Formats

The formatting of a List of References

As a rule, AWEJ applies APA format which prescribes a List of References at the end an academic paper. The List of References section should be indented after the first line. Capitalize the main words in the title of journal articles or books. Italicize titles of longer works such as books and journals. All resources cited in the text of a research paper must appear in List of References section, and vice versa. If a resource is not cited in the text, it should not appear in this section, as it would in a bibliography.

References should be listed alphabetically by the last name of the author and entered in hanging style; that is, the first line of the entry should be left justified, with the following lines intended five spaces. If there are two or more entries by the same author, references should be listed by year of publication, starting with the earliest. For each author, the last name should be listed, followed by a comma and the first (and middle) initials, followed by periods. Multiple authors in one reference must be separated with commas and theampers and ('&') rather than the word "and" before the final author. After the author(s) comes the year (in parentheses and followed by a period).

For a journal reference, authors must italicize the title of the journal and the volume number, noting that issue numbers should be placed in parentheses. Also the main words of journal articles, book titles and journal names will all be capitalized. Book title and journal names will also be italicized. Book references also require the city, state (as a two-letter abbreviation without periods), and the publisher's name. For a more inclusive list of guidelines on the formatting required for reference list, please refer directly to APA guidelines.

Books

The citation of books in a list of references should include the main title in italics with the main words capitalized. Any sub-titles are generally not capitalized. The citation of articles from books should first cite the title of the article and then the citation details of the book – including an acknowledgement of that books editor (ed.) or editors (eds.). If the book is a new or revised edition (i.e. 'Rev. ed.) this information should also be included.

Krashen, S.D. (1982). *Principles and Practice in Second Language Acquisition.* Oxford: Pergamon.

Naiman, N., Frölich, M., Stern, H.H., &Todesco, A. (1978). *The Good Language Learner*. Research in Education Series 7, The Ontario Institute for Studies in Education.

Nigh, B. (2007). *Language Education Studies* (rev. ed.). New York: TESOL Press.

Pratkanis, A.R., Brekler, S.J., O'Malley, J.M., & Chamot, A.U. (1990). *Learning Strategies in Second Language Acquisition.* Cambridge: Cambridge University Press.

Watson, M. (2006). The Clash of Language Learning Styles.. In M. Moscovitch (ed.), *Second Language Acquisition Styles* (pp. 145-172). New York: Cranium Press.

Journal Articles

When citing journal articles in a list of reference the title of the article should remain non-italicized. The name of the journal is instead italicized. The main words of the primary title should be italicized – but any subtitles are generally not capitalized. AWEJ convention is to include a succinct reference to volume, edition and page numbers (e.g. *19*, (2), 131-141).

If references are used from regular editions of a journal without an edition number, then the date of publication should include the specific date of publication.

Ramirez, A.G. (1986). Language Learning Strategies Used by Adolescents Studying French in New York Schools, *Foreign Language Annals, 19*, (2), 131-141.

Jin, Y. & Yang, H. (2006). The English Proficiency of College and University Students in China. *Language, Culture and Curriculum, 19*, (1), 21-36.

O'Malley, J.M., Chamot, A.U., Stewner-Manzanares, G., Kupper, L., & Russo, R.P. (1985). Learning Strategies Used by Beginning and Intermediate ESL Students, *Language Learning*, *35*, (1), 21-46.

Posner, M.I. (1993, October 29). Seeing the Mind. *Language*, 262, 73-74

Other Print Sources

Where applicable other print sources should aim to either replicate the format of book and journal references. Where all details cannot be identified then the principle of referencing is to detail where possible information about the author, date of publication, a title, the organizational auspices or authority for publication, and specific information (especially page numbers) where the article can be located. If the individual author or authors cannot be identified, then at least the organization responsible if possible. Like the auspices or authority for publication.

Government Document

National Institute of Language Education. (1990). *The Training of Language Educators* (DHHS
　　　　Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Dissertation, Unpublished

Last name, F. N. (Year). Title of dissertation. (Unpublished doctoral dissertation). Name of
　　　　Institution, Location.

Report from a Private Organization

American Language Association. (2000). Language Teaching Guidelines (2nd ed.). Washington,
　　　　DC: Author.

Conference Proceedings

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First
　　　　International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ:
　　　　Erlbaum.

Electronic Sources

As well as follow the general advice for 'other print sources', the AWEJ convention for electronic
sources is to generally refer to the online site where an item or article can be accessed – i.e.
'Available at URL. Where dating of access is relevant then the reference should be 'Retrieved
Month, Day, Year from UTL'. Online academic journals should include the general information
as for print journals followed by location online or date retrieved.

Author, I. (Date).Title of Webpage. Website publisher or organization, Available at URL

Grant, L. (2005). College Students Expected to Load Up on Gadgets. *University*

Archives, Available at http://www.archiveonline .com/tech/products/gear/2005-08-16-college-
　　　　gadgets_x.htm

Chowdhury, M. (2006, Summer). Students' Personality Traits and Academic Performance: A
　　　　five-factor model perspective. *College Quarterly 9*(3). Retrieved January 30, 2008 from
　　　　http://www.senecac .on.ca/quarterly/2006-vol09-num03- summer/chowdhury.html

Author, I. (2007). Brilliant Article. *Language Education Online, 16, 1, Available at
　　　　http://www.LEA.edu/*

Appendix A. Recommended APA Tables

Table 1. *Title of particular*

According to APA style tables have special rules, Author should consider the following

- The title of the table should be brief, clear and comprehensive.
- Title is placed above the table NOT below the tables
- The researcher should be consistent in the formatting and vocabulary of all tables when writing a paper.
- The table title should be italicized, but not the table number.
- Number tables in the order they are first mentioned in text. Do not write "the table above" or "the table below."
- Capitalize only the first letter of the first word of all headings. If a word is a proper noun, however, be sure to capitalize the first letter anyway.
- Each column has a heading
- Standard abbreviations and symbols, such as *%* or *no.* may be used in headings without further explanation
- If the table is from another source, include a note below the table specifying whether it is from another source or adapted from another source. • Notes are placed below the table.
- Notes are placed below the table.
- Data in a table that would require only two or fewer columns and rows should be presented in the text. More complex data is better presented in tabular format.
- Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.)

For more details, please read APA Tables http://owl.english.purdue.edu/owl/resource/560/19/

Appendix B. Figures
- Figures are visual representations including (chart, graph, photograph, or drawing).
- Write a concise caption for each figure.
- The figure should be placed directly below the figure body. The word *Figure* and the number should be *italics*.
- Each figure should have a number and should be in order as they appear first in your study and refer to them in the text.
- Caption information should be 12 pt., Times New Roman font.
- Don't use "the figure above" or "the figure below." In the text, refer to figures by their number.
- Make sure to refer to each figure in the text
- If the figure is from another source, include a note below the figure specify in whether it is from another source or adapted from another source.