

Osaka JALT Style Guide

Guidelines - Please follow these guidelines closely. If you fail to do so, your paper will be rejected.

1. Begin your paper with: Title, Author, and Affiliation. No cover (title) pages please. The title and author's name should be in bold and affiliation in plain text. Please refer to the inaugural Osaka JALT Journal (<http://www.osakajalt.org/storage/journal/Osaka%20JALT%20Journal%20March%202014.pdf>).
2. The title must be written in sentence caps.
3. All papers must strictly follow the American Psychological Association (APA), the 6th edition as a style guide. The JALT Journal and The Language Teacher also follow this format so consult recent issues of these publications or apastyle.org or <http://www.psywww.com/resource/apacrib.htm> for examples of layout and referencing.
4. Papers must be submitted as a Word Document. Use 12-point Times New Roman font.
5. The whole paper should be left aligned.
6. Very important: If you are submitting a paper for Section 1 of the journal, also include a 150 -200 word single-spaced Abstract (in English only) and Keywords. Include the keywords under the abstract. Italicize the word “*Keywords:*” but write the actual keywords in plain lowercase text.
7. The first letter in the first paragraph (only) should be a Drop Cap. (On the *Ribbon* in Word, select the *Insert* Tab. From the *Text* group, click on *Drop Cap* and select dropped.)

8. Use 1.5-spacing for the main text (single space for long quotes if necessary).
 9. Set margins to 3.5cm/35mm (top) and 3cm/30mm (bottom) and 3cm/30mm (left and right) –all text, figures and tables must remain within these margins.
 10. Start each paragraph with a tab indentation (except when immediately following a heading).
 11. Level 1 headers should be in **bold**, level 2 headers in ***bold italic***, and level 3 headers in *plain italic*. Headers should also be left aligned, and not numbered.
 12. Make sure to put only 1 space after a period. Often papers will have one and/or two spaces after a period. This creates a lot of extra work for editors.
 13. Include ***References*** for all and only sources that you cited in your text.
 14. For References, use hanging indentation, italics for publication titles, single spacing within each reference, and one space before each new reference.
 15. If you include *Tables* or *Figures*, use page breaks to keep them intact on one page. Likewise, use Page Preview to make sure that section subheadings are not cut off from their sections.
 16. Run your spellchecker twice.
 17. Proofread carefully, keeping in mind that spellcheckers only make sure that you have real English words, not necessarily the ones you intended (i.e., leaners and leaning).
- Papers should not have been published previously or be under consideration for publication.