

Journal of Applied Linguistics and Professional Practice

Checklist for Authors

Prepare **ONE Word document** as follows:

- Everything below should be saved in one file

Page 1: The Cover Sheet (see attached sample)

- Name(s) of author(s)
- Main author's full institutional address (incl. Telephone/fax/email address)
- Full title of the article
- Short title of the article
- Word count and character count (with spaces), inclusive of all material

Page 2: Bionote (approximately 75 words per author – see attached sample)

- Academic biography, including correspondence address of author(s)

Page 3: Abstract and Keywords

- Abstract (maximum of **200** words)
- Up to 6 keywords

Page 4: Manuscript

- Affiliations for title page: Provide two sets: (i) Title of university and country only; (ii) full address, which should also appear in the biographical notes
- Manuscript must conform to JALPP house-style (see below)
- Ensure that annotations are deleted from the manuscript

- Ensure that the manuscript is no more than 8000 words in length

For Revised or Final Submissions

Save this document giving as file name the manuscript reference number provided + author name + R (eg JALPP00110-James – R for revised version); + F (eg JALPP00110-James – F for final version); add a cover letter as a separate file in which you set out in some detail how you have addressed the referees' concerns, and submit:

- As an email attachment to the editors, Chris Candlin and Srikant Sirangi, and Ms Sarah Hussell at shussell@equinoxpub.com
- Return this checklist with boxes filled v / X

Sample Cover Sheet

Author: Jan James

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Full title of Article: Professional Socialisation and Migration Experience

Short Title of the Article (for running head): Professional Socialisation

Word Count (all inclusive): 7007

Character Count (with spaces): 47777

Sample Bionote

Jan James received her PhD in semiotics from the University of Cosmos and is currently associate professor in the University of Virtual Space. Her research interests include lifestyle learning, professional belief systems and research ethics. Her most recent book-length publication is Expert Communication in Intercultural Organisational Contexts (2010, Blue Sky

Press). Address for correspondence: Department of Linguistics and Communication,
University of Virtual Space, Otherland, OH20 8TT, UK. Email: jj@UVSO.com.

JALPP House Style

Manuscripts must not exceed 8,000 words in length. Manuscripts must be typed in 12 point, Times Roman font, double-spaced, divided into sections by numbered headings. Do not use headers and footers. All pages must be numbered. Emphasised words or phrases should be italicised. Foreign words or phrases should also be italicised and followed by a translation in single quotation marks. Please avoid the use of boldface in the text. For data transcripts with line numbers rather than turn numbers, use a maximum of 60 characters per line (including spaces).

Line drawings and photographs (called 'Figures' in the text) must be reproducible originals and should be submitted as supplementary files. Figures will be reduced in size to fit the width. A note should be placed in the text to indicate the approximate placement of each figure, e.g., 'Figure 1 about here'. Figures should be numbered separately, i.e., Figure 1, 2, 3, and so on. All figures must be cited in the text.

Tables should be numbered consecutively and titled, and must be referred to in the text.

Use endnotes rather than footnotes. Endnotes should be kept to an absolute minimum. They should be numbered consecutively throughout the article (not per page) and listed on a separate page entitled 'Notes' at the end of the article, preceding the References.

Appendices should be placed before the Notes and References.

Citations in the text should give the surname of the author(s) or editor(s), year of publication, and page numbers where appropriate, in the following style:

(Smith 2002)
(Smith 2002: 250–253)
(Smith et al. 2003: 10)

(Smith 1979, 2001)
(Smith and Jones 1976)
(Smith 1970a, 1970b)

(Smith 2000: 24)
(Smith 1991; Jones 1992)
(Smith 2004 [1992])

Do not use 'ibid' or 'op cit.' but repeat the author, date and page citation.

In referring to information from a particular work, please give the exact page numbers, e.g. (Smith 1979: 54-59), not '54ff'. List citations in the text in chronological order, e.g. (Thomas 2002; Smith 2005; Arnold 2009).

All works cited in the text, and only those, must be fully listed in the Reference section at the end of the manuscript, in alphabetical order by the author. All entries for book publications must include place of publication and publisher. Please be sure to give the page numbers of articles in both books and journals, as well as the volume and issue numbers on the case of journal articles.

Do not abbreviate the names of journals. Note the system of capitalization and punctuation in the following examples:

Book

Freidson, E. (1970) *Profession of Medicine; A Study of the Sociology of Applied Knowledge*. New York: Dodd, Mead and Company.

Book Chapter

Heath, S. B. (1979) The context of professional languages: an historical overview. In J. Alatis and G. Tucker (eds) *Language in Public Life*, 102-118. Washington DC: Georgetown University Press.

Journal Article

Levinson, S. (1979) Activity types and language. *Linguistics* 17 (5/6): 365-399.

Include volume number, issue number and page references in journal citations, e.g., *Journal of Applied Linguistics* 3 (3): 112-134. (Use un-spaced en dashed rather than hyphens in number spans, also for book chapters).

Dissertations and Theses

Thomas, J. A. (1986) *The Dynamics of Discourse: A Pragmatic Analysis of Confrontational Interaction*. Unpublished Doctoral Thesis. Lancaster University, Lancaster.