**Style Guide for English Submissions**

Authors preparing manuscripts for submission to *International Journal of Chinese Language Teaching* should follow the following style guide.

**Language**

* The journal is published in English. Both American and British styles are acceptable, as long as the paper uses one style consistently (i.e., not mixing American and British style in the same paper).
* The paper's English should be free of errors. •

**Key formatting issues**

* The main text should be in 12-point Times New Roman and Multiple 1.2 line-spaced.
* Block quotations (over 35 words) should be in 10-point Times New Roman and single-spaced. Also, they should be left and right indented.
* No footnotes may be used. Use endnotes if necessary. Endnotes placed after main text, before references.
* The first line after a chapter title and a section heading must not be indented; all subsequent paragraphs must be indented at 1/2 inches (i.e., 1.27 cm).
* Block justified paragraphs throughout (not left justified).
* Do not space twice at the end of a sentence. Only one space needed.
* No space after or before paragraphs

**Title**

* + The title should not exceed 15 words.
	+ The title of the article should be in 14-point bold Cambria.
	+ Provide full name of the author/authors and their affiliation and country under the title of the article upon acceptance.
	+ A short biographical note about the authors (each no more than 100 words) must be provided at the end of the article upon acceptance.

**Abstract**

* + The abstract should be in 12-point Cambria and Multiple 1.2 line-spaced.
	+ Should not exceed 300 words.

Key words

* Key words should be in 12-point Cambria.
* Provide up to five key words separated by semicolons.

**Front Cover in Chinese**

Upon acceptance of the submission, authors need to provide a Chinese translation for paper title, abstract and list of key words. The Editorial Office will provide translation service for authors as necessary.

**Main Text File**

As papers are double-blind peer reviewed, the main text file should not include any information that might identify the authors. The main text file should be presented in the following order:
(1)Title, abstract and key words;
(2)Main text (with Tables and Figures complete with captions and legends)
(3)References;
(4)Appendices (if relevant).

**Tables:**

* must be referenced and discussed/ interpreted in main text

Format:

Table 1

*Heading in with Initial Letters in Capitalization, Except for Articles and Short Prepositions*

Table lines: only make visible top, bottom, and heading horizontal lines, no vertical lines, no cell horizontal lines

**Figures**

* include good quality figure image as a separate file in jpg or tiff format
* must reference figure in main text
* center figure image in paper
* image must be in good quality
* Caption: under figure itself, centered text, format:

*Figure 1*. This is a Sample Figure Caption

**References (APA style)**

In-text citation: e.g., (Graham, 2018). If specific information or direct quote is given, it must be cited with author’s last name, year, and a page number: e.g., (Graham, 2018, p. 10). If more than one author: e.g., (Martin & White, 2005) or (Martin & White, 2005, p. 123).

* Use block quote for citations longer than 40 words. E.g., According to Halliday (1978),
[quote without quotation mark, text flushed left 3/8 inches and flushed right
3/8 inches] (p. 15)
* References: List all references after the main text and endnote if there is an endnote.

For journal articles:

Graham, S. (2014). The use of multiple forms of assessment in the service of writing. *Literacy Research & Instruction, 53*(2)*,* 96-100.

Note: If the journal has a volume and an issue number, and each issue begins on page 1, then give the issue number in parentheses immediately after the volume number. Do not italicize the issue number.

For books:

Graham, S., & Harris, K. R. (2005). *Writing better: Teaching writing processes and self-regulation to students with learning problems.* Baltimore, MD: Brookes.

Halliday, M. A. K. (1978). *Language as social semiotic.* London, UK: Arnold.

Note that the title is only capitalized for the first letter of the first word. Capitalization should be used for the first letter of proper names and the first word after a colon. Note also that a country must be listed after the city of publication. For the United States, list the state, e.g., CA for California.

For book chapters:

Burns, A., & Knox, J. (2005). Realisation(s): Systemic-functional Linguistics and the language classroom. In N. Bartels (Ed.), *Researching applied linguistics in language teacher education (*pp. 235-260). New York, NY: Springer

Note that the editor's first name initial is listed before the last name.

For edited book with more than one editor: E.g.,

Burns, A. (2012). Text-based teaching. In A. Burns & J.C. Richards (Eds.), *The Cambridge guide to pedagogy and practice in second language teaching (*pp. 140-148). Cambridge, UK: Cambridge University Press.