

MLJ Manuscript Formatting Requirements

Manuscripts that comply with these requirements will receive higher priority during the editorial process. Manuscripts that do not comply with these requirements may be unsubmitted, and the author will be asked to resubmit after making the appropriate changes.

Submission Components

When submitting a manuscript at mc.manuscriptcentral.com/mlj, authors should include the following components, uploaded as separate files, except where otherwise indicated:

- A cover letter to the editor. This should contextualize the research and spell out the specific contribution of this study; it should also indicate whether the data presented are part of a larger study. The cover letter will need to be entered into a text field on the submission website.
- An author contact information page, formatted as follows:

AUTHOR NAME <i>University</i> <i>Department</i> <i>Street Address</i> <i>City, State ZIP</i> <i>Country, if outside USA</i> <i>Email address: (institutional emails are preferred)</i>
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The author contact information should be marked as not for review.

- The manuscript document containing the title, abstract, keywords, body text, references, tables, and figures. See below for more information.
- Supplemental materials, such as
 - Appendices: Normally appendix material is part of the published manuscript. However, if appendix material is lengthy and involves translation, it may be published separately in a Web-based environment.
 - Web-based materials

Not all submissions will contain these items. Tables and figures should **not** be uploaded separately, but should appear within the main manuscript document.

Manuscript Format

GENERAL

- 8,000–10,000 words preferred (including bibliography, tables, notes). Longer or shorter articles are accepted, depending on merit.
- Times New Roman font, size 12, double-spaced throughout (including bibliography, any notes, citations, figures, and tables).
- Indent paragraphs; no indentation for abstract or beginning of manuscript body.
- File format of .doc or .docx. Manuscripts in PDF or other formats will be unsubmitted by the editorial office, and the author will be asked to submit the manuscript again with the correct file format.

- Please remove any Endnotes codes from your paper because they make formatting/editing very onerous.
- The sequence of sections in the manuscript should be as follows:

Title
Abstract
Keywords
Manuscript Body
Acknowledgments
Notes
References
Appendices

BLINDING

- Refer to your own previous publications in the third person: not 'as I said in . . .', but 'as Smith (2014) noted . . .';
- Refer to an institution where research was conducted or where the author teaches as 'institution X'.
- Do not include your name anywhere on the manuscript, even in headers or in the file name.

These procedures are required in order to ensure that the manuscript is blinded for the peer-review process. If the manuscript is accepted, you will be asked to insert the necessary identifying information. Until that time, the manuscript should be blinded according to the requirements stated above.

TITLE

- Capitalize all words, including prepositions that are more than four letters long.

ABSTRACT

- All numbers should appear as numerals, except for those at the beginning of a sentence.
- Do not indent the abstract.

KEYWORDS

- Format as follows:

<i>Keywords:</i> xxx; [semicolon] yyy; zzz (Roman, all lower case, except for specific terms)

MANUSCRIPT BODY

General

- In general, the *MLJ* follows the APA style guide. However, as with most journals, there are formatting conventions that are particular to the *MLJ*. Some of these are spelled out in the following sections.
- Use “article” instead of “paper” when referring to the work.
- Because of the two-column format of the journal, do not use “above” or “below” as a way of referencing previous or subsequent materials. Instead, use wording such as “as mentioned before, as previously discussed, will be elaborated subsequently” or similar phrases.

Headers

- Remove running heads on pages, leaving only page numbers.
- *MLJ* uses only three header levels. Format them as follows:

<A> FIRST LEVEL HEADING (ALL CAPS, ROMAN FONT, FLUSH LEFT, NO BOLDFACE)
 Second Level (Italics, No Boldface, Flush Left)
 <C> *Third Level. (Italics, No Boldface, Indented; Heading ends with a period, and the text is run in on the same line).*

- If an A-level head has any B-level heads, it must have at least two of them; if a B-level head has any C-level heads, it must have at least two.

Research Questions

- Research questions should be numbered with the first line of each question indented.

Tense

- Use past tense when particular studies are reported, with regard to what the researchers “did,” “found,” “concluded”.
- You may use present tense for what the language field then “takes away” as conclusions.

Listing of Items in Series

- Use (a), (b), (c), etc. NOT 1), 2): “(a) We first position ourselves as authors in relation to the field of SLA. (b) We then explore the changing nature of language learning and teaching in a multilingual world. (c) Those considerations usher in our bid for transdisciplinarity. (d) We describe the framework itself in terms of ten closely interrelated themes.”

Foreign Languages

- Use *italics* for any foreign language text in the manuscript body, but NOT in an actual Conversation Analysis transcript (see below). When utterances are lifted from such a CA transcript for discussion in the text, however, use *italics*.
- Do not use *italics* for Greek or Cyrillic.
- Use Roman font and ‘single quotation marks’ for all glosses in text.

In-Text Citations

- Multiple authors in parenthetical citation should appear in alphabetical order by author, NOT by date: Brown, 2014; Hashemi & Babai, 2013; Mackey & Gass, 2015); Ellis, 2014, 2015; Eskildsen & Wagner, 2015, p. 442.
- Do NOT use “*ibid.*” (Consolidate references so that they are clearly identified or repeat them.)
- When announcing a quote in the text, use this format: “. . . an idea that is supported by Skehan (1998): “It is not disputed that the environment can have some impact on one’s language learning ability” (p. 188).” Do not repeat “Skehan, 1998” in the parenthesis.
- All endnotes should be manually inserted as superscripts; do not use automatic endnote numbering systems. Place the superscripts for endnotes outside the period.
- For manuscripts that have been submitted for publication, list the projected publication year; DO NOT use “submitted” or “in press”.
- Make reference to any to Web-based materials, with the phrase “available in the online version of this article”.

REFERENCES

- Double space reference section.
- Crosscheck references; that is, all in-text citations should appear in the reference list and vice versa.
- Author:
 - Insert space between author’s initials if there are two or more: “Stevens, M. R.”
- Title:
 - Translations must be provided (in square brackets) for foreign language titles appearing in the reference list. Translations should not be italicized in the reference list.
 - For titles of reports, Web sites, dissertations, and papers presented use italics. Dissertations should be cited as follows:
 - Bataller, R. (2008). *Pragmatic development in the study abroad situation: Requesting a service in Spanish*. (Unpublished doctoral dissertation). University of Iowa, Iowa City, IA.
- Publisher:
 - Spell out “Cambridge University Press” (**not CUP**); similarly “Oxford University Press (**not OUP**).
 - In reference list, remove “Ltd.,” “Associates,” “Inc.,” etc. from publisher name.
 - For publishers that have both a UK and a U.S. location, list the U.S. location first, e.g., “Philadelphia/Amsterdam: John Benjamins”; or “New York/London: Longman”
 - Make sure that the same publisher is referenced consistently throughout the reference section, both with regard to place of publication and name of publisher. **EXCEPTION:** Publishers frequently change hands and

relocate. For example: Blackwell is now Wiley–Blackwell and is published in Malden, MA.

- Location:
 - For places of publication in the United States, list the name of the city/town, followed by the state in capital letters, e.g., “Ann Arbor, MI.” Do this, even when this is followed by e.g., “The University of Michigan Press.” For places of publication outside the United States, list the name of the city/town, followed by the country (e.g., Vancouver, Canada).
Exception: No state/country is needed for major U.S. or world capitals: New York, Boston, Los Angeles, London, Berlin, Paris, Toronto.
 - If the publisher is Oxford or Cambridge University Press, list “Oxford” or “Cambridge” only as the location of publication; otherwise, reference as “Oxford, UK.”
 - Use “UK”, rather than “England”.
 - For foreign language sources, write the location of publication in English.
- Page Ranges:
 - Make sure all page ranges use an en dash, NOT a hyphen. This is also true between upper-case letters, as in CD–ROM.
- Web Sources:
 - List Web page addresses, and check them to make sure they are live. Use the following protocol: “Accessed 23 July 2012 at ...”
 - Make sure they are not hyperlinks (e.g., clickable URLs).
 - Delete the period after URLs in the reference section.

- Use “real” minus signs, not simple dashes in statistical information.
- Italicize all statistical abbreviations, such as *N*, *p*,
- Leave spaces before and after = signs: $p = .005$.

SOME SAMPLE REFERENCES (specific features highlighted)

Altieri, C. (1994). *Subjective agency*. Cambridge, MA: Blackwell.

Atkinson, D. (Ed.) (2011a). *Alternative approaches to second language acquisition*. New York: Routledge/Taylor & Francis.

Alim, H. S., Ibrahim, A., & Pennycook, A. (Eds.). (2009). *Global linguistic flows: Hip hop cultures, youth identities, and the politics of language*. New York: Routledge/Taylor & Francis.

Augsburg, T. (2014). Becoming transdisciplinary: The emergence of the transdisciplinary individual. *World Futures*, 70, 1–14.

- Bakhtin, M. (1981). *The dialogic imagination: Four essays by M. M. Bakhtin* (C. Emerson & M. Holquist, Trans.) Austin, TX: University of Texas Press.
- Birdsong, D. (2014). The critical period hypothesis for second language acquisition: Tailoring the coat of many colors. In M. Pawlak & L. Aronin (Eds.), *Essential topics in applied linguistics and multilingualism: Studies in honor of David Singleton* (pp. 43–50). New York: Springer.
- Blackledge, A., & Creese, A. (2010). Translanguaging in the bilingual classroom: A pedagogy for learning and teaching? *Modern Language Journal*, 94, 103–115.
- Block, D. (2014a). *Second language identities* (2nd ed.). London: Bloomsbury.
- Blommaert, J., & Backus, A. (2011). Repertoires revisited: ‘Knowing language’ in superdiversity. *Working Papers in Urban Language & Literacies*, 67. Accessed 23 July 2012 at <http://www.kcl.ac.uk/sspp/departments/education/research/ldc/publications/workpapers/67.pdf>.
- Callahan, R. M., & Gándara, P. C. (Eds.). (2014). *The bilingual advantage: Language, literacy and the US labor market*. Bristol, UK: Multilingual Matters.
- Cumming, A. (2013). Multiple dimensions of academic language and literacy development. *Language Learning*, 63(S1), 130–152.
- Dewaele, J.-M. (2016). Emotion and multicompetence. In V. Cook & Li Wei (Eds.), *The Cambridge handbook of linguistic multicompetence*. New York: Cambridge University Press.

ADDITIONAL SECTIONS

Acknowledgments

- Remove “e” that sometimes follows the “g” in “Acknowledgments.”

Notes

- Notes appear at the end of MLJ articles (no footnotes).
- In the text, endnotes should be inserted manually using a superscript numeral (Do NOT use the automatic endnote function in MS Word).
- Notes should not be used for thanks/acknowledgments.
- A regular Arabic number, not superscripted, should precede each of the “notes”.

Appendices

- Appendices should be mentioned in the body of the text.
- Each Appendix should be labeled with a letter, except when there is only one Appendix.
- Each Appendix should have a title, which is not italicized; headings within the body of the Appendix are in italics.
- Capitalize any word 4 letters or longer (regardless of part of speech) occurring in the title, headings, and captions.

Tables and Figures

- Tables and figures are inserted directly into the text and should appear after they are mentioned in the text. Provide a “call-out” place holder: <INSERT TABLE X ABOUT HERE>
- Introduce as “TABLE/FIGURE #”, followed on the next line by the title, in which all words longer than four letters are capitalized. There is no period at the end of the title.
- All abbreviations in tables must have definitions provided so that the table is readable without the accompanying text.
- Order notes to a table as *general*, then *specific*, then *probability*.
- Probability notes to tables do not need the word *Note*, and should be followed by a period.
- All tables and figures should be in black and white or gray scale.
- All tables and figures should be in Word format. No images of any kind.

Transcripts and Excerpts

- Line numbers without periods.
- CA conventions often use Courier font for transcriptions, setting this off from the Times Roman typeface of the text.
- Romanized transliteration of ideographic languages like Chinese and Japanese in roman typeface.
- Roman typeface for word-for-word translation, if any.
- Smooth translations should be in *italics*, without quotation marks.
- All descriptions of movements, gestures, facial expressions, etc. should be in Roman typeface.
- When discussion of a transcript refers to line numbers in parentheses, state the number, without the word *line* or the abbreviations I. or II.

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