

## Style Sheet for Manuscripts

### General Information for All Languages

- All manuscripts must be typed in Microsoft Word or Rich Text formats.
- The paper size should be A4 (21 x 29.7 cm).
- The manuscript must include the title, which is to be positioned in the centre before the main text body. The title, authors' names, institutions/affiliations, contact numbers and email addresses are to be typed onto a separate cover sheet for the manuscript. This will make it easier for the Editorial Committee to prepare the manuscript for blind refereeing.
- All margins are to be set at 2.5 cm and the manuscript should be double-spaced.
- No page numbers are needed in the manuscript.
- Do not use headers or footers.
- References are to be included at the end of the paper. Endnotes should be used instead of footnotes for easy conversion to HTML format.
- Any pictures, graphics, graphs or other forms of illustrations should be of a good quality and submitted separately as JPEG files. They should also fit onto A4-size paper.
- Authors are to check their manuscripts for accuracy of language and any references/citations before submission.

### For Languages with Latin Script

- All manuscripts must use black Times New Roman or Times Roman or Times font.
- All headings and sub-headings should be numbered using the decimal system (e.g. 1, 1.1, 2, 2.1, 2.1.1 etc.)
- Authors should adhere to the following font sizes and styles:

Title	: 14 pt and bold
All headings and sub-headings	: 12 pt and bold
Main text body	: 11 pt and non-bold
Endnotes	: 10 pt and non-bold
Captions for figures & tables	: 10 pt and bold
- References and citations must follow APA guidelines.

In the following are some samples (see Publication Manual of the American Psychological Association, Fifth Edition for all other forms of references):

**Reference Citations in Text:***One work by one author*

Language Testing & Evaluation (Allison, 1999)

*One work by multiple authors*

Swaffar, Arens, and Morgan (1982) found ...

Swaffar et al. (1982) found ...

Swaffar et al. found ... (omit year from subsequent citations after first citation within a paragraph)

*Groups as authors*

Entry in reference list: Centre for Language Studies. (1999).

First text citation: (Centre for Language Studies [CLS], 1999)

Subsequent text citations: (CLS, 1999)

**References***Articles in a Periodical:*

Montrul, S., & Slabakova, R. (2003). Competence Similarities between Native and Near-native Speakers. *Studies in Second Language Acquisition*, 25, 35-398.

*Books/Monographs:*

Stevick, E.W. (1989). *Success with Foreign Languages*. Hertfordshire: Prentice Hall.

*Book Chapters:*

Prabhu, N.S. (1999). Teaching is at Most Hoping for the Best. In C. Ward & W. Renandya (Eds.), *Language Teaching: New Insights for the Language Teacher* (pp. 48-57). Singapore: SEAMEO Regional Language Centre.

*Articles in an Online Periodical:*

Wolfe, E.W., & Manalo, J.R. (2004). Composition Medium Comparatibility in a Direct Writing Assessment of Non-native English Speakers. *Language Learning and Technology*, 8, 53-65. Retrieved January 1, 2004, from <http://ilt.msu.edu/vol8num1/wolfe/default.html>

*Online Document:*

Noblitt, J.S. (1995). *Cognitive Approaches to Listening Comprehension*. Retrieved January 1, 2004 from <http://www.unc.edu/cit/iat-archive/publications/noblitt/noblitt3.html>

*Unpublished Thesis*

Hong, L. (1976). *The Intellectual Awakening and Social Reforms of the Chinese in Singapore, 1984-1910*. Unpublished B.A. Honours' Degree thesis, University of Singapore, Singapore.

*Article in newspaper*

David, S. (2004, Feb 9). Multiple-choice tests punish kids who think deeply. *The Straits Times*, pp. H4.