STYLE GUIDE

- i. Articles for the *Australian Review of Applied Linguistics (ARAL)* should be 5,000 words long, including notes and tables. Authors should indicate the length of their article on the final page of their text.
- Articles should be preceded by an abstract (maximum 200 hundred words) that summarises the methodology and major claims or conclusions of the article, and by up to five keywords.
- iii. The article should be typed in MS Word, using Arial font and double spacing.
- iv. Sections of the article should be headed, but not numbered. All headings should be placed on a separate line from the ensuing text.
- v. *ARAL* follows **APA** 5th referencing style as set out in the Publication Manual of the American Psychological Association, 5th Edition. Examples of APA 5th referencing can be found at http://www.lib.monash.edu.au/tutorials/citing/apa.html.
- vi. Footnotes should not be used. Endnotes at the very end of the text should be avoided, or kept to a minimum. They should be numbered consecutively and grouped under the heading 'Endnotes'.
- vii. Tables and figures should be formatted according to APA 5th style. Tables should be numbered consecutively, and figures should be numbered in another consecutive series. Each should have a title, which indicates the nature of the data being presented and how they are to be interpreted.
- viii. The maximum amount of space available on the printed page for tables and figures is 119mm wide by 150mm high.
- ix. Images must have a resolution of at least 300dpi and be in .jpg, .tif or .eps format.
- x. Single quotation marks should be used for short quoted sections. Double quotation marks should be used for quotations within quoted sections.
- xi. Examples and quotations of more than four lines are to be indented, typed in single spacing and separated from the text by a blank line above and below.
- xii. Technical terms, names of organisations, etc. which appear as sets of initials, should be given in full form when they first appear in the text, with the abbreviated form in brackets.
- xiii. Words requiring particular emphasis should be italicised. If it is necessary for a part of a word or phrases to be emphasised in an already italicised word (for purposes such as drawing attention to a particular morpheme in a foreign or emphasised word) please use bold type on the appropriate portion of the word or phrase.

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- xiv. Foreign words and phrases should be italicised. However, common Latin abbreviations such as et al., etc., i.e., e.g. should not be italicised.
- xv. Contributors are encouraged to use non-discriminatory language.
- xvi. Please avoid the use of non-Roman scripts and symbols where possible. If your article does include non-Roman scripts, please advise the Editor.

GUIDELINES FOR BOOK REVIEWERS

- xvii. Reviews should be completed within two to three months of receiving the book, but this deadline can be met earlier.
- xviii. Reviews should be between 1000 and 1500 words in length, and should be typed, double-spaced on A4 paper. Please email a copy to the Reviews Editor, Constance Ellwood, at konstanza@gmail.com as an attachment in MS Word with a .doc filename, or else as plain text or rtf.
- xix. Reviewers should aim to provide an informed view of the book's contribution to the field and of its usefulness to its intended audience, rather than simply describing its contents. While a critical approach is welcomed, reviewers are advised to avoid potentially defamatory statements. Review authors are answerable for any action taken by the book's author(s) or agent(s) arising out of the content of the review.
- xx. Reviewers should indicate **details of the book reviewed** (including number of pages and number of facing pages) at the beginning of their review, and their **name** and **institutional affiliation** at the end. Please see the following example of layout:

M. Guilherme, Critical Citizens for an Intercultural World: Foreign Language Education as Cultural Politics (Clevedon, Multilingual Matters. 2002. PP. XIV, 296)

(Body of review)

Review by Paul Black

Centre for Access and ESL, Charles Darwin University

- xxi. References and in-text referencing should follow APA 5th style as discussed above.
- xxii. Page references to the book being reviewed should be indicated thus: (p.71).
- xxiii. Book reviews are edited by the Reviews Editor, but authors are consulted over any issues requiring clarification or substantive change.
- xxiv. The ultimate decision on whether or not a book review will be published remains with the Editor.

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