

The EFL Journal Style Sheet

Manuscript submission

1. Articles around 1500-5000 words in length may be submitted along with (i) a 100-150 word Abstract and (ii) a list of 5-10 keywords to facilitate on-line search for the article.
2. The following is the order of the manuscript:
Sheet 1: Author's name, affiliation, and title of article
Sheet 2: Title of article (repeated), Abstract, keywords, text, notes, acknowledgements, appendix, and references.
3. Last sheet: Author's name and address for correspondence (for inclusion in the printed version).

The text

1. Text should be double-spaced throughout, in Times New Roman 12 pt. with 1 inch margins on all sides.
2. Section numbers should start with 0 (not 1), the Introduction. The text should be arranged in sections and subsections. Use section numbers for headings and subheadings: 1, 1.1, 1.1.1.
3. Double quotation marks should be used for short quotations in the text. A comma or period occurs inside double quotation marks; a colon or semicolon outside. For instance, "I shall abstain from trying to instruct such an ignorant community."
4. Quotations longer than three typed lines should be set off as block quotations and not be enclosed in quotation marks. They should be further indented from the left and right margins at 1.5 and 0.5 inches respectively. For example,

In his Preface to the *Tractatus Logico-Philosophicus* Wittgenstein wrote:

Perhaps this book will be understood only by someone who has himself already had the thoughts that are expressed in it – or at least similar thoughts. – So it is not a textbook... The book deals with the problems of philosophy, and shows, I believe, that the reason why these problems are posed is that the logic of our language is misunderstood. The whole sense of the book might be summed up in the following words: what can be said at all can be said clearly, and what we cannot talk about we must pass over in silence.

(Wittgenstein 1922)

5. Endnotes, when added, should be substantive rather than bibliographical.
6. British spelling should be followed, except in quotations originally in American English.

Referencing details

1. Arrange the entries in the reference list alphabetically by authors' last names. List multiple works by one author chronologically. Suffix the date with a, b, c, and so on, to distinguish several items published in a single year by the same author; within this group, works should be arranged alphabetically by title. (For example, *Chomsky, Noam. 1986a. Barriers* precedes *Chomsky, Noam. 1986b. Knowledge of language*.) Repeat the author's name for each work by that author; do not use a dash to indicate repetitions of the author's name.
2. Cite authors' and editors' names the way they are given in print (if the author or editor spells out his or her first name in print, follow this usage in the reference list; if the author commonly goes by his or her initials in print, use those). If you are citing works in which the author or editor has used several versions of his or her name (say, Jane K. Smith, J. K. Smith, Jane Smith), choose the most informative and cite it consistently in the reference list. (Authors are urged to use one version of their name consistently in their publications; this greatly facilitates bibliographical reference and indexing.)

3. References in the text are in the format: Author(s), year, page numbers (if necessary).

A page or section reference should be separated from the date by a colon (no space). For example:

The degree also seeks to implement a key recommendation of South Africa's National Language Policy for Higher Education, namely "the development in the medium- to long-term of South African languages as mediums of instruction in higher education alongside English and Afrikaans" (Ministry of Education 2002:15).

Re-discovering this multilingual world, and our own multilingual identity within it, is seen as a form of cultural empowerment.
(Cummins 1996).

The study and valuing of oral genres is located in the branch of study come to be known as Ethnography of Communication developed originally by Dell Hymes (1962) and taken further by scholars such as Saville-Troike (1989).

4. References at the end of the article must have the following format:

Journal article:

Auerbach, E. 1993. Re-examining English only in the ESL classroom. *TESOL Quarterly* 27, 9-32.

Article/chapter in book:

Agnihotri, R. K. 1995. Multilingualism as a classroom resource. In K. Heugh, A. Sieruhn, & P. Pluddemann (Eds.), *Multilingual education for South Africa* (pp. 3-7). Johannesburg, Germany: Heinmann.

Book:

Agnihotri, R. K., & Khanna, A. L. 1997. *Problematizing English in India*. New Delhi, India: Sage Publications.

Doctoral dissertation/ M. Phil or M.A. Thesis:

Author's name; year; title; identification of work (e.g., Doctoral dissertation); name of university or college.

Others

Conference paper: Author's name; year; title of paper; name, location, and date of conference.

Unpublished manuscript: Author's name; year; title of manuscript; Ms.; name of university or college where manuscript was prepared.

Chapter in volume of proceedings issued by a university or college department or organization/working papers: Author's name; year; title of chapter; *In* followed by title of book; inclusive page numbers (including working paper number); organization or department; university or college.

Formatting instructions for copy-edited manuscripts

5. Manuscripts should be typed or printed out on one side of A4 paper in 12-point Times New Roman font.
6. Double space all material: text, examples, tables, indented quotes, endnotes and references.
7. The text should be justified all through, except for the author(s)'s name, title of the article, and section headings which are centred.
8. Title of the paper/article and the name of the author(s) are in capital letters: Title in 14 point and the name of the author (s) in 12 point font.
9. The text in the abstract should be in 11 point font. The word 'ABSTRACT' should be in capital letters. Place a colon after it, and before the text of the abstract.
10. Keywords are in lower case, and 11 point *italicized*. The word 'KEYWORDS' should be in capital letters, 11 point and followed by a colon.
11. Section numbers 0, 1, 2... and the heading should be in uppercase, 12 point font and centred. Section numbers 1.1, 2.1... should be in sentence case, 12 point font and left aligned. Section numbers 1.1.1,

2.1.1... should be in sentence case, *italicized*, 12 point font and flush with the left margin.

12. All paragraphs should begin from the left margin (without any indentation).
13. Paragraphs should have one double space in between.
14. Spacing between a text and a new section heading should be triple space. Spacing between a section heading and the text should be double space.
15. For further details, please refer to any article in this issue.

Use of AI

1. AI-generated content, if used, should be ensured by proper verification for accuracy and neutrality of information.
2. AI should not be used to artificially generate core research data or conclusions.
3. AI tools, if used, may be confined to reference management, enhancing language and clarity.