AUTHOR GUIDELINES FOR LLT COPY EDITING

Document Format
Documents are copyedited in Word using the Review tools (i.e., Track Changes and Comments).

Checking citations/references
Check that all citations in the text are found in the Reference section. One way to do this is by printing out the Reference section and checking off each citation while reading the text. A second way to do this is to read through the first time, ONLY “searching” (ctrl + F) for references. Searching the first author’s name of the reference throughout the rest of the document, you can check that references with three or more authors are “et al.” in subsequent citations, and that the reference is in the reference list. Then, color the reference in the list, so you can see if there are extra or missing references. In either case, add a commentary box in the reference section about which references are missing/ are superfluous.

A quick way to look up an LLT reference is to search the LLT archives (llt.msu.edu) and paste in the correct URL.

Any questions or changes should also be noted using Word’s Comment function in the Reviewing toolbar. Please do make these changes in the text, always keeping “Track changes” on.

Journal Style and Format
Make yourself familiar with LLT style and formatting by looking through recent journal issues on the LLT website (llt.msu.edu).

Naming Documents
The naming convention for manuscripts is as follows:

{authorlastname} {A, B, C…} mv.doc

A, B, C, etc., corresponds to the first, second, third, etc., revision. For example,

Chun A dc.doc is Dorothy Chun’s manuscript which is currently undergoing a first copyedit. Once the copyediting is complete, the copyeditor renames it Chun B ce.doc.

The initials pertain to the person making those edits on that version.
**STYLE GUIDELINES**

What follows is an overview of the most common proofreading changes. Please look this information over very carefully, especially the Sample References section. If you have any editorial questions, refer to the APA Manual, *6th Edition*, or send an e-mail to llt@hawaii.edu. Please note that the 6th edition has updated the formatting of citations (especially for online materials). Also note that the manuscripts already have LLT styles included so you should make use of these and double check that the correct styles are in place.

1. **Ordering of Sections**
   The sections of a manuscript shall follow this order:
   - Title
   - Author name(s)
   - Author affiliation(s)
   - Abstract
   - Body
   - Appendices (if any)
   - Notes
   - Acknowledgments (if any)
   - About the Author(s)
   - References

2. **Fonts and Font Size**
   All text in the manuscript should be in Times New Roman. The main body of the manuscript, references, tables (with some exceptions), and figures (with some exceptions) should be in 11 point font.

3. **Subheadings**
   Below are the in-house styles for subheadings, which can also be chosen from the styles menu such as “LLT Text”. (If you are not familiar with this function, don’t hesitate to ask the managing editor!) All headings should be left aligned. Note that the first heading style is also used for section headings (e.g., ABSTRACT, REFERENCES, etc.). However, APPENDIX is as follows: APPENDIX A., APPENDIX B., etc.
   - FIRST HEADING (11 pt)
   - Second Heading (11 pt)
   - Third Heading (11 pt)
   - Fourth Heading (10 pt). The fourth heading is embedded in the paragraph.

4. **Tables and Figures**
   The headings for **tables** are in plain text and left aligned. The title is in **Title Case italics** and there is no punctuation at the end of the sentence. Table captions are placed above the table. The table itself is left aligned. Actual tables are better than images (because they are accessible by screen readers).

<table>
<thead>
<tr>
<th>Experimental</th>
<th>Control</th>
</tr>
</thead>
<tbody>
<tr>
<td>15.67</td>
<td>18.90</td>
</tr>
<tr>
<td>5.42</td>
<td>2.11</td>
</tr>
</tbody>
</table>

*Note.* Put note here in sentence form.

In order to provide for stability of appearance, it is best that each data point, title, note, and so forth, have its own cell of the table. Column headers should be centered over the line, all figures should have a similar number of decimal places, and decimal places should align. Tables should have no (or minimal) vertical lines. The top and bottom lines should have a 2¼ line width, and the line between the column headers and the column contents should be ½ line width.

The headings for **figures** are in italics and left aligned. The title is in **Reference case** (initial word only capitalized), and there is a period at the end of the sentence. Figure captions are placed below the graphic. The graphic itself is centered. The figure and the title can be placed within an invisible table to provide for image-text stability within the larger doc.

For both **figures** and **tables**: Any reference in the main text of the article to the figures or tables is a hypertext link. The words **Table** and **Figure** are capitalized when referenced in text (e.g., See Table 3 for a comparison of…) Again, if you are unfamiliar with how to insert hyperlinks, let the managing editor know and s/he will guide you.

5. **Citations**
   - Use the 6th Edition APA manual for examples, but examples are provided below. A good website to check is [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
   - Citations are alphabetized by the first author’s last name.
   - Citations that refer to references on the Web are hyperlinked (e.g., Ortega, 1997) in text; hyperlink only the year if the author’s name is not in parentheses.

According to Carter (1996, 1997b), there should be no online testing.
Citations with 3-5 authors must be written in full in the first reference, but with et al after that. Note that et al. is not italicized.

Citations with 6 or more authors are written as Author et al in all instances.

That is the main strength of SLA research (Franklin et al., 1993).

If a work is cited more than once in a paragraph, give the year of publication only the first time, unless multiple works by an author are in the same paragraph.

Quoted text requires a page number in the citation.

She believed in "establishing and maintaining social order" (Carter, 1992, p. 116).

Do not use brackets [ ] in citations enclosed in parentheses; use commas or semicolons.

However, the guidelines do exist (Edelsky, 1994, in press; Jones, 1985, 1992; Shulman, 1992)...

Use an ampersand (&) for two or more authors when the entire citation is enclosed in parentheses. Otherwise use and.

For online testing guidelines in the U.S. (e.g., see Goldman, Dumas, & Barron, 1990), one could...

Dumas, Franklin, and Doré (1995) reported that there are…

When three authors are cited, always place a comma after the second author.

Use a slash / to cite a republished work in text, for example, Freud (1923/1961).

Personal communications are cited in text only and not the reference section. Give the initial(s) and surname of the communicator, and provide as exact a date as possible (see below).

K. W. Schaie (personal communication, April 18, 1994) described the process …

When citing figures or tables, never write “the figure above/below” or “the figure on page 12,” since the position cannot be determined in advance. Rather, refer to figures or tables by their numbers (e.g., see Figure 5).

6. Quotations

Single quotation marks (‘ ’) are used only within double quotation marks (“ ”).

She stated, “The ‘placebo effect’ … disappeared when behaviors were studied in this manner” (Miele, 1993, p. 276), but she did not clarify which behaviors were studied.

Any quotations of 40 or more words (or 4 lines) are set as block quotes and are indented (no quotation marks). The Style function has a template for this as well.

The first letter of the first word in a quotation may be changed to a capital or lowercase letter without brackets.

Three ellipsis points (…) are used within a sentence to indicate any omitted material from the original source. Four points (……) are used to indicate any omission between two sentences. Insert one space on each end of the points (#…#).

Brackets [ ] are used for additions or explanations, for example, [italics added] or [sic]. Note that sic is italicized. Insert “[italics added]” immediately after the italicized words.

Miele (1993) found the following: The “placebo effect,” which had been verified in previous studies, disappeared when behaviors were studied in this manner …. Furthermore, the behaviors were never exhibited again [italics added], even when reel [sic] drugs were administered. (p. 276)

Do not use [sic] for errors in transcripts of L2 (second language) speaker dialogue.

Names of articles and book chapters mentioned in the text are in quotes.

Periods and commas lie within quotation marks.

Citations at the end of a quoted sentence are placed after the final quotation mark and before the period.

Citations at the end of a block quote are placed after the final punctuation mark.

Do not use double quotation marks to:

Cite a letter, word, phrase, or sentence as a linguistic example. Put these in italics.

He clarified the distinction between farther and further.

Introduce a technical or key term. Put these in italics.

She compared it with meta-analysis, which is described in the next section.

Identify the anchors of a scale. Use italics.
We ranked the items on a scale ranging from 1 (all of the time) to 5 (never).

7. Bulleted lists
- For incomplete sentences, either the first letter in each bullet is capitalized and no punctuation added at the end OR no capitalization is used, a semicolon or comma is put at the end of each item, with “and” added after the next to last item, with period at the end of the list.
- Full sentences should end with a period.

8. Seriation
- Elements in a series and within a paragraph are ordered as follows: (a), (b), (c),…

If you want to excel in your career, you should (a) research your field, (b) find a mentor, and (c) get real-world experience.

- Separate paragraphs in a series are identified by an Arabic numeral followed by a period.

LLT's history consisted of three phases:
1. From 1996 to 1997… (the rest).
2. From 1997 to 1999 … (the rest).
3. From 1999 to the present … (the rest).

- Commas are inserted before and and or in a series (e.g., golf, tennis, and hockey) except when the elements are ordered and contain commas, in which case use semicolons.

We tested three groups: (a) low scorers, who scored fewer than 20 points; (b) moderate scorers, who scored between 20 and 50 points; and (c) high scorers, who scored more than 50 points.

9. Spelling
- Either American or British spellings are acceptable in articles per the style choice of the author. However, the style must be consistent throughout the article.

- All acronyms are spelled out when first introduced in an article.

- The name of the journal Language Learning & Technology must always include the ampersand (exception: LLT).

- Web is capitalized in all instances (e.g., Web page, Web site, Web browser, on the Web, etc.; however, webify).

- Online is not hyphenated.

- E-mail is hyphenated. E-mail should always be in lower case (e-mail) unless beginning a sentence or appearing on a separate line in the author bio statement.

- Decades in the plural have no apostrophes (e.g., 1920s).

- State names (e.g., NY) are not abbreviated except in the References.

- US has no periods when used as a noun and periods (U.S.) when used as an adjective.

10. Other style concerns
- Hyphen for compound adjectives (e.g., well-known)
- Use an em dash (option shift dash) to set off an element added or to amplify or digress from the main clause (e.g., Studies—published and unpublished—are included). Do not put a space before or after an em dash.

- Use an en dash (option dash) (not a hyphen “-”) for page numbers etc (pp. 44–51).

- Phrases such as for example (e.g.), that is (i.e.), and and so forth (etc.) are abbreviated within parentheses, but written in word form when not in parentheses.

- Use “curly quotes” rather than "straight quotes."

- Any underlined text (excluding hypertext links) should be reformatted to italics.

- You may leave the underlining for hyperlinks as is, but it will be removed in the final formatting process.

- Statistical symbols are set in italics (e.g., t tests, F tests, SD = 7.12, MSE, p < .05, N = 90 r(24) = -.43, M, H₀, n, SÊ). Put a space before and after the = sign.

- LLT prefers the terms “L1” (first language) and “L2” (second or additional language) speaker over “NS” (native speaker) and “NNS” (non-native speaker), unless the issue of native or non-native is shown to be directly relevant to the study.

- Highlight word, go to the “insert” menu and click on “bookmark”

- Name the one in the text with the first letter of its type, #, and word “text” (e.g. F1text) for Figure 1 text or (T1text) for Table 1 text or AAtext for Appendix A.

- Name the one at the figure or table as above without “text” (e.g. F1 or T1 or AA)

- Hyperlink those new names to each other.

- Check to see that the links are going where they are supposed to go.
12. NOTES section

When endnotes are used, the endnote number is placed in superscript (this function can be found in the format menu, under “font”) after the punctuation mark, if any, in the main text. It is then linked to the endnote description in the NOTES section. The endnote numbers in the NOTES section hyperlink back to the original endnote in the main text. Take a look at published articles to see how endnotes have been formatted in the past.

13. REFERENCES section

- In general, LLT follows APA (6th edition) guidelines. When in doubt, follow APA and/or ask the managing editor of LLT.
- Make sure that cities are accompanied by their respective state or country (e.g., Princeton, NJ; Bern, Switzerland).
- Check to make sure that all references are cited in the text. References without citations should be deleted.

For a book reference:

For a journal article:

Notes: Include an issue number in parentheses following the volume number if each issue of a journal begins with page 1. Use “p.” or “pp.” before the page numbers of newspaper articles. Page numbers are often not relevant for Internet-only sources. Note that in the Reference section, an en dash (–) is used between page numbers, if provided (Mac shortcut: option+dash). End the citation with a period unless the final element is an electronic address.

For a chapter in a book with a single editor:

For a chapter in a book with multiple editors:

For an unpublished doctoral dissertation or master’s thesis:

For a doctoral dissertation published in Dissertation Abstracts:

For a paper presented at a conference, also an ERIC document:

For a journal article published on the Web (note that page numbers may not exist):

Note: According to the new APA guidelines (6th edition) the DOI (digital object identifier) is preferable to the URL. Also, NO period after DOIs or URLs. Date retrieved is no longer necessary.

If there is no DOI assigned and the reference was retrieved online, give the URL of the journal home page:

Note: IF it is an LLT article, then provide the FULL Internet link:

For a **document available on** university program or department **Web site:**


For an **online newspaper:**


For a **message posted to a news group:**


For a **podcast:**


For **computer software:**


**Note:** Please remove all underlines in hyperlinks by clicking on the underline function twice.
Using styles in word.

Click on the icon

Select the text you want to add the “style” to and then click on the style from the list. Note that all LLT styles start with the letters LLT or llt. It would be best to look at the list before you start just to familiarize yourself with the options, as there are quite a few. The one you will use the most is probably “llt text”.

Title

Affiliation

Abstract goes here, no
Keywords: XXXXXX, YYY
APA Citation: Last, F.
& Technology 18(3). X