THE LANGUAGE SCHOLAR

STYLE GUIDELINES FOR SUBMISSION

Please note that authors are fully responsible for the language quality of their contributions. The editorial team does not provide proofreading.

1. Layout

Contributions should normally be presented in Calibri font size 11 with 1.5 spacing.

2. Title of your article

a) Titles should be in bold, left aligned and in font size 16, e.g.

E-tools in the language classroom

3. Author(s) of your article

a) The title of your article should be followed by a line space, then the name of the author (font size 14) and the name of his/her department and institution (font size 12), both also left aligned, e.g.:

E-tools in the language classroom

Paul Evans

Italian Department, School of Languages, Cultures and Societies, University of

Leeds

b) If there is more than one author and institution, list them one below the other, e.g.:

E-tools in the language classroom

Paul Evans

Italian Department, School of Languages, Cultures and Societies, University of Leeds

Sophie Ribeiro

German Department, School of Languages, Cultures and Societies, University of Leeds

4.   Abstract

Abstract under heading **ABSTRACT** (Calibri 11, uppercase, bold) followed by a line space and text Calibri 11 with 1.5 spacing, left aligned, not indented.

5.   Keywords

Keywords under heading **KEYWORDS** (Calibri 11, uppercase, bold) followed by a colon followed by 3-5 keywords (Calibri 11; 1.5 spacing) on the same line and separated with commas (not semi-colons).

6.   Headings

These should be left aligned, capitalised, bold without the use of numbering followed by a line space, e.g.:

INTRODUCTION

Sub-headings should be left aligned, in lower case and bold, e.g.:

Communicative language teaching

7.   Paragraphs

New paragraphs should be preceded by a line space but **not** indented.

There should be no line space before the opening paragraph of a section or sub-section.

8.   Italics

a)   Book/film/poem/magazine/newspaper titles should be italicised. E.g.: *Genre analysis*

b)   Italics should also be used for emphasis, rather than underlining or bold.

c)   Foreign words (including Latin tags) in an English text are italicised – unlike direct quotations from foreign sources, which appear like all other quotations in single commas, e.g.:

Saramago's line 'Nao tenhamos pressa, mas nao percamos tempo.' demonstrates *per se*...

9.   Numbers

a)   In the text numbers from 1-9 should be written out in full, larger numbers in digits.

b)   Numbers of ten thousand or more should be written with a comma or commas, e.g. 10,000.

c)   Very large numbers should be written in units of millions or billions, e.g. 1.5 million.

d)   Fractions should be written without hyphens, e.g. one third.

e)   Percentages should be written as figures, e.g. 27%.

f)   Page numbers should be written as follows: 178-9

10. (Foot)notes

Notes should be inserted automatically via the WORD Reference facility, **not** keyed (typed) separately. Only Notes inserted by the WORD facility can be moved or renumbered by the General Editor and/or the typesetter easily and quickly at later stages in the editorial process.

11. Quotations

a)   Quotations should be in single quotation marks.

b)   A quotation within a quotation should have double quotation marks.

c)   Quotations running to more than two lines are indented and do not need quotation marks.

d)   Foreign language quotations in an English text should be in single quotation marks.

e)   Omissions in a quotation should be indicated by three dots enclosed in square brackets.

12. Tables & figures

All tables and figures should be numbered and have a title beginning with a capital letter, e.g.:

Table 1: Literacy in Austria

Figure 2: Students' perception of linguistics benefits of online learning

The titles should be placed underneath the table/figure.

13. Contact address

The author's or authors' email address should be placed at the end of the article, but before any References, Notes, Appendices or worksheets, left aligned and bold under the heading Address for correspondence, e.g.

Address for correspondence: **p.evans@leeds.ac.uk**

14. How to reference other authors' work

Use the Leeds version of Harvard available here:

https://library.leeds.ac.uk/info/1402/referencing/50/leeds_harvard_introduction

Examples:

Bond, B. and Whong, M. 2017. *A combined offer: collaborative development through a content-based pre-sessional programme*. BALEAP Conference, 7–9 April, Bristol.

Ding, A. and Bruce, I. 2017. *The English for academic purposes practitioner*. Basingstoke: Palgrave Macmillan.

Greenlay, C. 2019. Developing student education practice for language teaching. *The Language Scholar*. **4**(4), pp.8-13.

Martínez-Arboleda, A. 2013. Discovering Spanish voices abroad in a digital world. In: Beaven, A., Comas-Quinn, A. and Sawhill, B. eds. *Case studies of openness in the language classroom*. Dublin: Research Publishing, pp. 176-188.

University of Leeds. 2019. *School of languages, cultures and societies.* [Online]. [Accessed 17 May 2019]. Available from: https://ahc.leeds.ac.uk/languages