

Ohio University Working Papers in Linguistics and Language Teaching

Submission Guidelines

We accept electronic submissions only. An email attachment of the manuscript in Word format should be sent to the editor of the publication.

Submission of a working paper implies that the work is **NOT** intended to satisfy a current or future academic requirement of the institution/program the author(s) is/are affiliated with. Undergraduate student submissions should be accompanied by a letter of recommendation from the instructor who directed or supervised the proposed research.

Authors must proofread their manuscripts carefully, giving special attention to the accuracy of quotations and references.

Preparation of the text

Working Paper (WP) submissions should normally be between 6,000 and 9,000 words (including notes, appendices, tables, and references). In formatting the manuscript, use double spacing, a clear font (e.g. Times New Roman), font size 12, and 1" margins. Please avoid full justification (or block paragraphs with a space in-between) and ensure that each new paragraph is clearly indicated. Number all pages consecutively.

I. Provide the following data on the title page in the given order.

1. **Title.** Concise and informative. Avoid abbreviations and formulae where possible.
2. **Author name(s) and affiliation(s).** Present the authors' affiliation addresses below the names. Provide the full postal address of each affiliation, including the country name, and, if available, the e-mail address of each author.
3. **Corresponding author.** Clearly indicate who is willing to handle correspondence at all stages of refereeing and publication. Include on the front page a short (maximum 50 words) biography of each author.

Remove all identifying features from the paper itself by ensuring that no author's name appears in any running header.

II. Arrangement of the WP

1. **Abstract.** A concise and factual abstract is required (maximum length 250 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract must be able to stand alone; references

should therefore be avoided.

2. **Subdivision of the WP.** Divide your WP into clearly defined sections. Any subsection may be given a brief heading. Each heading should appear on its own separate line following the APA guidelines for levels of headings.

2.1. **Citations in the text.** Please ensure that every reference cited in the text is also present in the reference list (and vice versa). Citations in the text should follow the referencing style used by the American Psychological Association. Details concerning this referencing style can also be found at:
<http://linguistics.byu.edu/faculty/henrichsen/apa/apa01.html>

2.2. All illustrations, figures, and tables should be properly labeled and referenced in the text.

2.3. **Tables.** Number tables consecutively in accordance with their appearance in the text. Avoid vertical rules. Ensure that the data presented in tables do not duplicate results described elsewhere in the WP. Tables may be included in the body of the text or as an appendix, if the information in the table is a detailed description of a material that is seen as distracting in, or inappropriate to, the body of the paper.

3. **References.** The reference list must be in APA format. Responsibility for the accuracy of bibliographic citations lies entirely with the author(s).

APA style Examples:

Reference to a journal publication:

Van der Geer, J., Hanraads, J. A. J., & Lupton R. A. (2000). The art of writing a scientific article. *Journal of Scientific Communications*, 163, 51-59.

Reference to a book:

Swales, J. M. (2004). *Research Genres: Explorations and Applications*. New York: Cambridge University Press.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, and R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing.

Citing and listing of web references. As a minimum, the full URL should be given. Any further information, if known (author names, dates, reference to a source publication, etc.), should also be given.

4. **Appendixes.** If there is more than one appendix, they should be identified as A, B, etc. All appendixes should be also properly referenced in the body of the text.