

# ISEJ Style Guide

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In preparing your manuscript, please pay close attention to the following:

## Style

Please try to make your article as easy to read as possible. Use short headings and subheadings to make the structure of your article clear. If appropriate, illustrate your article with examples, diagrams, tables, etc. If you introduce a term which you think may not be familiar to some readers, give a short definition in a note at the end of the article. The use of 'he' and 'his', 'she' and 'her' is acceptable only when a definite person is being referred to. Please use 'they' or 'them'; or plural nouns, e.g. 'students', 'teachers'.

## Spelling

Please use standard British English spelling of words such as 'centre' or 'colour'. Where British English has alternative spellings of words such as 'recognize'/'recognise', please use the 's' form, e.g. 'summarise'. Please use 'for example' in the text and 'e.g.' in lists of tables/figures. There should be no comma after 'e.g.' or 'i.e.'.

Please use:

cooperative, email (no hyphen); internet (capital letter not necessary, but please be consistent); online (no hyphen); per cent (two words – only use % in tables/figures); sociocultural (no hyphen); website (no hyphen); learnt (not learned); focus, focuses, (one 's');

## Font and spacing

For the title, use **Times New Roman 16pt bold**. Align text left.

For subheadings, use **Times New Roman 12pt bold**. Align text left.

For the body text, use Times New Roman 12pt. Line spacing 1,5. Paragraph spacing 0 before 0 after. Align text left.

## Numbers

One to ten (in words), 11, 12, and so on in figures, unless these appear at the beginning of a sentence or when both a small and large number appear in the same sentence, e.g. ... '5 classes of 28 ...'. When using thousands, please use a comma separator, e.g. 2,500. Fractions should be written in words and hyphenated. Percentages in the text are normally given as whole numbers, e.g. 27 per cent, but can be given with decimal points in tables/figures where necessary.

## Lists

First level lists should be numbered first, with lower-level lists being alphabetized.

Bulleted lists should have no punctuation at the end except for the final point:

- houses were green
- buildings were blue
- garages were red.

### Commonly used abbreviations

The following do not need to be spelt out in either the abstract or text:

EAP, EFL, ESP, ELT, ESOL, TESOL, NS (native speaker), NNS (non-native speaker), IATEFL, L1, L2, IT, CELTA

Countries and organisations: United States of America (USA, or US for descriptive purposes); United Kingdom (UK). (No full points.)

### Foreign characters

These appear most commonly in names, and should be marked up for the typesetters. Foreign language words should appear in *italics* without single quote marks.

### Title and abstract

Please give your article a brief, clear, and informative title. Titles should preferably be no more than 50 characters long, with an absolute maximum of 70, including spaces. Begin your article with an abstract of no more than 100 words summarising your main points. Please do not make reference to other publications in the abstract; any abbreviations defined in the abstract (other than those listed above) should be spelt out again on first mention in the text.

### Headings and subheadings

Headings and subheadings should be on a separate line, ranged left and in **bold**. Do not use a numbering or lettering system for headings. Do not underline subheadings.

### Page numbers

Please make sure that pages are numbered.

### References in the text

If you wish to make references in the text to other publications please do so clearly following the guidelines provided in the link below. If the reference is to a general argument or topic covered by the author, you may omit the page number. However, a quotation or a specific point made by an author must be supported by a page number reference.

Please remember not to over-reference your article either in relation to specific points you make in the text (maximum of two references to support any specific point), or overall (maximum of 15 references overall). In your article, please make sure you refer to no more than two of your own previous publications.

### List of references

Please give full bibliographical details of references and list them in alphabetical order of author, following the Harvard Referencing System guidelines available at

<http://libweb.anglia.ac.uk/referencing/harvard.htm>

**It is your responsibility to certify that the references are properly formatted. Manuscripts containing too many format mistakes and inconsistencies will be rejected.**

### Illustrations

If your article is to contain essential illustrations (including diagrams, tables, charts, etc.), please send them by email in a separate file from the main document. References to illustrations should be clearly indicated in parentheses in the text, e.g. (Insert Figure 1 here).

### Copyright

Please indicate clearly the holders of copyright in any illustrations, extracts, diagrams, etc., which accompany your contribution. **It will be your responsibility to approach them to gain permission for copyright material to be used, and you will have to pay any costs involved.**

### Biographical note

It is not necessary to include biographical details with a first submission.

**If you have any queries, please contact the Editorial Board using the contact form on the *ISEJ* website.**