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JOURNAL OF MODERN LANGUAGES
FACULTY OF LANGUAGES & LINGUISTICS
UNIVERSITY OF MALAYA, MALAYSIA

Journal of Modern Languages Style Sheet

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Contents

1   GENERAL POINTS

Before submitting your manuscript, please ensure that it follows this style sheet.

Submission of the manuscript

- Keep within the stipulated word length.
- Include an email address and professional affiliation for each contributing author.
- Include an abstract of not more than 150 words long and listing not more than six relevant keywords.
- Submit a PDF file of your contribution to ensure the proper typesetting of special characters.
- Check that all sections, subsections, examples, tables, figures, notes, etc., are numbered consecutively.
- Check your manuscript carefully to minimize errors.

Special attention

- If you are not a native speaker of English, you should arrange to have your manuscript checked by a native speaker or someone with the necessary level of proficiency.
- Check the references systematically to ensure that all in-text citations are also listed in the reference section. Conversely, check that all reference have corresponding in-text citations. Referencing and in-text citation method should follow the **APA style**.
- Please be sure to obtain written permission for the use of material (e.g., maps, figures) for which the copyright is owned by others.

2   GENERAL GUIDELINES

Title page

The following information should be included on the title page and should be submitted as a separate file:

- Paper title
- Abstract (max. 150 words)
- Full author names, professional affiliations, email addresses
- Contacting author and full (institutional) mailing address and contact number
- Biodata (max. 60 words) for all authors

Article

The following information should be included in the manuscript and submitted as a separate file:

- Paper title
- Abstract
- Keywords
- Body
- Acknowledgments (if any)
- References
- Appendices (if any)

Length

- **Research articles**: The maximum number of words for the full article is 7,000 words, inclusive of footnotes, references and the abstract [For a rough estimate: a page in JML consists of approx. 2400 characters (including spaces and punctuation)].

- **Research notes**: The number of words for submission of research notes should be between 3,000 and 4,000 words, inclusive of footnotes, references and the abstract.

Tables, figures, and illustrations

- Information presented in rows and columns should be labelled "Tables".
- Graphs, line drawings, photographs, etc. should be labelled "Figures".
- Photographs and scanned images should have a minimum resolution of 300 dpi, line drawings min. 1200 dpi.
- If figures are embedded within the text, please also supply figures as separate files for typesetting.
- Tables and figures should be numbered consecutively throughout the text.

- Table captions should appear directly **above** the table; figure captions should appear directly **below** the figure.
- Do not end the text immediately preceding the insertion point for a table/figure with a colon, as the exact positioning of these elements cannot be determined until after the manuscript has been typeset.

Spacing

- Manuscripts must be typed using 1.5 line spacing throughout.

Margins

- Top, Bottom, Left, and Right: 1 inch.

Copyright

- Open Access authors retain copyright of their papers, which permits unrestricted use, distribution and reproduction in any medium with no fees or charges, provided that the original work is properly cited.

3   SECTIONS OF THE PAPER

Title

- Use sentence case.
- Separate title and subtitle with a colon.
- Start the subtitle with a capital letter.
- Titles should not be obscure and lengthy (not more than 15 words).
- Font size and type: Times New Roman, 16pt, bold, right aligned.

Authorship information

Provide the following information about the authors:

- Full names
- Professional affiliation
- Email addresses
- Corresponding author and full (institutional) mailing address

Abstract

- The abstract section should be independent and should not contain citatations.
- The abstract should not exceed 150 words.
- Include below the abstract no more than six keywords reflecting the paper's content,.
- Avoid ill-defined terms and unclear concepts.
- Avoid abbreviations other than those firmly established in the field.
- Font size and type: The word *Abstract* must be in Times New Roman, 11pt, italics and left aligned.

Body

- Use 1.5 line spacing.
- Use no more than three hierarchical levels for section headings.
- All headings begin flush left and should follow the following numbering system:
  1. **First level Heading**
  1.1   **Second level Heading**
  1.1.1 **Third level Heading**

NOTE 1: Never begin numbering sections with "0" ("0" should not be used anywhere in section numbering). Capitalize the first letter of each content word, e.g. "The Capitalization of Titles in English", not "The capitalization of titles in English".

NOTE 2: Each level must be in Times New Roman, 11pt, left aligned.

- Indent the start of a new paragraph 1 cm (tab) even after a heading, table, figure, or bulleted list.
- Only use *italics* to emphasize or mark items in your text (not bold or underlined).
- Font size and type: Times New Roman, 12pt, justified.

Notes

- Essential notes should be placed as footnotes, as indicated by the superscript numbers in the text.
- Font size and type: Times New Roman, 10pt, justified.

Acknowledgments

- All acknowledgments (if any) should be included at the very end of the paper before the references, and may include supporting grants, presentations, and so forth.

References

- The format for reference entries should follow the APA 6th Edition. Please refer to the University of Malaya Library APA Formatting and Style Guide (6th Edition). The guide can be downloaded from the UM Library website:
  http://www.umlib.um.edu.my/publications/apa-guide.pdf
- All works cited in the running text must be listed in the reference section.
- The reference section should include only those works that are cited in the text.
- Entries should show the full title and subtitle of each work.
- Page numbers of articles in journals or edited works should be inclusive.
- Reference entries for multiple works by the same author/editor or group of authors/editors should be listed chronologically, with the oldest publication at the top and the newest at the bottom.
- The reference entries for authored works and edited works by a single author should not be mixed together, but grouped separately.
- Each reference should be written in 1.5 spacing format and a 1.5 space should be left between references. The list of references must be arranged in alphabetical order and the entries should not be numbered. The list must also have a hanging indentation of 0.5 inches.

In-text citations

Brief citations are used within the text as follows:

Integral citations

- One author: Bouissac (1985)
- Two authors: Smith **and** Jones (1995)
- Three or more authors: [first time citation] Crismore, Markanen, **and** Steffensen (1993); [Subsequent citations] Crismore *et al*. (1993).

NOTE 1: *et al* must be italicized.
NOTE2: Use *and* to conjoin author names in the running text.

Non-integral citations

- One author: (Bouissac, 1985)
- Two authors: (Smith **&** Jones, 1995)
- Three or more authors: [first time citation] (Crismore, Markanen, **&** Steffensen, 1993); [Subsequent citations] (Crismore *et al*., 1993).
- Several works by one author: (Dörnyei, 1990, 1994a, 1994b;...)
- Works by different authors: (Bouissac, 1985; Deakin, 1993) [**Alphabetical order**]

NOTE 1: *et al* must be italicized.
NOTE2: Use ampersand [**&**] to conjoin author names in the running text (do not use *and*).
NOTE3: Reference citations in the text require the following information:

- Last name of the author,
- The year of publication,
- The page number(s) for the reference (direct quotes only).

Quotations

- Short quotations (fewer than 40 words) should run-on in the text and should be enclosed in double quotation marks.
- Single quotation marks enclose quotations within quotations.
- Longer quotations should appear as a separate block and should not be enclosed in quotation marks. The citation to the source should be placed at the end of the quote following the punctuation.
- Always give the last name(s) of the author(s), the year of publication, and the page number(s) for quotations in in-text citations.

Samples:

Short quotations:

> It was said that "What is taught and how it is to be taught entail teachers' moral judgements and commitments" (**Frank & Quiroz, 1997, p. 208**).
> **According to Frank and Quiroz (1997)**, "What is taught and how it is to be taught entail teachers' moral judgements and commitments" (**p. 208**).

Long quotations: (0.8 inches before text indentation; 0.5 inches after text indentation)

> The general theory of relativity, on its own, cannot explain these features or answer these questions because of its prediction that the universe started off with infinite density at the big bang singularity. At the singularity, general relativity and all other physical laws break down: one couldn't predict what will come out of the singularity. (**Hawking, 1988, p. 309**)

Cross-references

- References to section/subsection numbers within the article should include the capitalized word "Section" followed by the section number: e.g., "see Section 4.2".
- References to tables or figures within the article should include the capitalized word "Table" or "Figure" followed by a number, e.g. "cf. Table 3".
- Do not cite page numbers within your own article or page numbers in other articles in the issue.

🞣 End-text references

- Provide both the place of publication and the name of the publisher.
- Translate titles in languages other than French, German, Spanish, and Italian into English. The translation should appear in Roman, in lower case, and in square brackets directly following the italicized original title.
- Abbreviate "edition" in reference entries as "edn" (to differentiate from "ed" for "editor")

Do not

- Drop digits in inclusive page numbers.
- Abbreviate the names of journals, book series, publishers or conferences.
- Use "et al." in reference entries; all author/editor names should be listed.
- Use dashes to replace repeated author/editor names.

Appendices

- If any, appendices should be placed after the references.

NOTE: Authors should send their papers to fbljml@um.edu.my with a subject heading that reads: "JML submission: Title of paper".