

## New Zealand Studies in Applied Linguistics Submission Guidelines

NZSAL invites manuscript submissions on any aspect of theory and practice in Applied Linguistics. The journal provides open access to its content, which means that all accepted articles will be available to the public free of charge. Articles are distributed under the terms of a Creative Commons Attribution BY-NC-ND 4.0 International License (<https://creativecommons.org/licenses/by-nc-nd/4.0/>).

Submission to the NZSAL journal should be original work which has not been published previously, and is not being considered for publication elsewhere. All submissions should include **two** documents: a manuscript and a separate title page. In the following, you will find guidelines on what to include and how in both documents. Copies should be submitted as Word attachments to the Editor, Dr. Stephen Skalicky ([stephen.skalicky@vuw.ac.nz](mailto:stephen.skalicky@vuw.ac.nz)). All relevant submissions will be reviewed by members of the Editorial Board or other referees.

### Document 1: Manuscript

All manuscripts should be between 4000 and 5000 words in length, exclusive of references, figures and tables, and appendices. Articles over the word limit will be returned without review unless prior arrangements have been made with the editor.

#### What to include:

- Type of manuscript (empirical research article, research methods overview, discursive literature review, or book review)
- Title
- Running head
  - Typed in the header of the article
  - Around 50 characters
  - Captures the essence of the whole article
- Abstract (200 words)

- Keywords (3-5)
- Body text
- References
- Page numbers

**What NOT to include:**

- Any information related to the author(s)

**Formatting:**

- Double spaced
- No smaller than size 12 font
- Figures and tables
  - Included within the body as the text flows
  - Numbered consecutively
  - Please do not use images for tables
- Footnotes are acceptable, endnotes are not acceptable

**References and citations:**

- Adhere to APA 7 style
- If quoting the authors' own works, please use 3<sup>rd</sup> person in both in-text citations and references (e.g., instead of saying "in our study...", say "in Author (year)...")
- Remove any links used by citation formatting software (e.g., Zotero, Endnote)
- Include a list of references
  - Arranged alphabetically by authors' names
  - Include hanging indents and no lines between entries

- Examples:

### Books

Lillis, T. M. (2001). *Student writing: Access, regulation, desire*. London: Routledge

Wenger, E. (1998). *Communities of practice: Learning, meaning and identity*. Cambridge: Cambridge University Press.

### Section in book

Clark, R. (1992). Principles and practice of CLA in the classroom. In N. Fairclough (Ed.), *Critical language awareness* (pp. 117-140). Harlow: Longman.

### Journal articles

Lea, M. R., & Street, B. V. (1998). Student writing in higher education: An academic literacies approach. *Studies in Higher Education*, 23(2), 157-172.

Turner, J. (2004). Language as academic purpose. *Journal of English for Academic Purposes*, 3(2), 95-109.

### Unpublished manuscript

Park-Oh, Y.Y. (1994). *Self-regulated strategy training in second language reading*.

Unpublished doctoral dissertation, University of Alabama, USA.

Stein, F. & G.R. Johnson. (2001). *Language policy at work*. Unpublished manuscript.

### Conference presentation

King, J., & M. Maclagan. 2001, August. *Maori pronunciation over time*. Paper presented at the 14th Annual New Zealand Linguistics Society Conference, Christchurch, New Zealand.

### Internet sources

Sanders, R. (2006). The imponderable bloom: Reconsidering the role of technology in education. *Innovate Journal of Online Education*, 2(6). Retrieved from <http://www.innovateonline.info/index.php?view=article&id=232>

Document 2: Title page (separate from the manuscript)

**Please include:**

- Title of the submission
- Name(s) of author(s)
- Affiliation(s) of author(s)
- Name and email address of the corresponding author
- Acknowledgements (if any)
- Funding sources (if any)