

JOURNAL OF APPLIED LINGUISTICS
Annual Publication of the Greek Applied Linguistics Association

NOTES TO CONTRIBUTORS

The official languages of *JAL* are English (consistency should be kept with either British or American spelling), French and Greek. Authors of articles, short notes and book reviews are requested to observe the following recommendations; failure to do so may result in the Editor's inability to consider a contribution for publication.

Manuscripts submitted in accordance with the specifications below are passed by the Editor to members of the Editorial Advisory Board. The papers are blind reviewed by at least two reviewers, so authors must avoid any textual references that would identify them (any omitted material can be included later if the paper is accepted). After a manuscript has been reviewed, authors will be informed as to whether and when their contribution will be published.

Authors receive one copy of the journal volume in which their contribution appears.

The following information must be given on separate sheets/files:

- a.** First and last name and academic status of author; also the name of the institution he/she is/was associated with.
- b.** In case of more than one author, the name, address and telephone number of the author responsible for any correspondence relating to the article.
- c.** A very short biographical note (approx. 7 lines).
- d.** A 150 word abstract in English or in French.
- e.** All illustrations, diagrams and other graphics should be submitted as a *separate* file, numbered consecutively, provided with appropriate captions and referred to in the main text. All letters and numbers should be typewritten and should be large enough to be legible even after reduction. The preferred position of the Figure or Table in the text should be indicated.
- f.** All **Appendices** should be submitted as a *separate* file.

Manuscript

- Fonts: 12 Times New Roman
- Line spacing: 1,5
- Length: from 4000 to 7000 words (including tables, pictures and bibliography).

Paper titles should be kept as brief and as compact as possible (up to 12 words) and should not contain abbreviations.

On their first occurrence, abbreviations should be given in brackets after they have been fully explained.

References in the text of an article should always be given by the author's surname, year of publication, and page(s), as in this example: (Lyons 1977: 32-56). In case of multiple references, the authors' surnames and year of publication of their work should be separated by commas, and should follow an alphabetical order, as in the example: (Hulstijin 1990, McLaughlin 1990, Nobuyoshi and Ellis 1993). In case of multiple references to the works of the same author, references should be given as follows: Lyons 1970, 1971, 1976. In case of joint authorship [for four or more authors], reference is always given as in the example: Smith *et al.* (1999). If a bibliographical reference within the text requires the use of the author's surname outside brackets, the surname should be immediately followed by brackets with the year of publication and, in the case of books, with the number(s) of page(s), as in the following example: As we read in Halliday (1985: 64-66), ...

The reference writing style of the journal and the suggested style of (bibliographical) references

(see below) should always be followed. If the required information for a reference is not fully available it should not be used.

Photographs must be in black-and-white and printed on glossy paper.

Notes should be kept to a minimum and be submitted as end-notes, at the end of the main text, under the title **Notes**, and before the title **References**. Note indicators in the text should follow punctuation marks whenever these are present.

Punctuation marks

Authors are requested to be consistent with punctuation marks and not to use them arbitrarily. For example, quotation marks are used for quotations and partial quotations only and points of omission are never more than three dots (...).

Apart from standard punctuation marks, such as quotation and exclamation marks, points of omission etc., authors are free to adopt a punctuation system of their own as long as they are consistent with it. However, under no circumstances should underlining or emphasis in bold letters be used whether in the text or in the examples. Bold letters are used only as section titles.

Quotation marks are nowadays signified by double inverted commas, (“ ”), rather than by single inverted commas (‘ ’). Quotations longer than 3 lines should be indented left and right, with double quotation marks and with the appropriate reference to the source. Single inverted commas, on the other hand, can indicate non-standard use, or reference to a word, an expression, a suffix etc., as in the quotations: “The writer is fond of using the word ‘climax’ to imply an additional sense of ...” and “The morpheme ‘bound’ can be used also to indicate ...”.

Italics can indicate terminology, highlighting or emphasis.

References

The full bibliography of the references within the text must be typed under the heading **References**. Entries are arranged alphabetically based on the Greek alphabet: Α, Β, Γ/Σ, Δ/Δ, Ε, Ζζ, Ζ, Η, Θ, Ι, Κ, Λ/Λ, Μ, Ν, Ξ, Ο, Π/Ρ, Ρ, Σ/Σ, Τ, Υ, Φ, Υ, V, W, X, Y, Ζζ, Ψ, Ω. Entries must be arranged first alphabetically by the author's name, and then chronologically (if several references to the same author are made). When there is reference to joint authorship, all the co-authors' initials (after the name of the first one) should precede their surnames. More than one initial of first name(s) should be separated by a dot without a space. All kinds of reference details from the second line on should be indented by 0,5 cm.

Typical examples of references are shown below:

Book references

Bachman, L.F. and A.S. Palmer (1996). *Language Testing in Practice*. Oxford: Oxford University Press.

Δαμανάκης, Μ. (1997). *Η εκπαίδευση των παλιννοστούντων και αλλοδαπών μαθητών στην Ελλάδα: Διαπολιτισμική προσέγγιση*. Αθήνα: Gutenberg.

Book chapters or articles in edited books

Doughty, C. and J. Williams (1998). Pedagogical choices in focus on form. In C. Doughty and J. Williams (eds), *Focus on Form in Classroom Second Language Acquisition*. New York: Cambridge University Press, 197-262.

Mackey, W.F. (1998). The ecology of language shift. In P.H. Nelde (ed.), *Languages in Contact and in Conflict*. Wiesbaden: Steiner, 35-41.

Ψάλτου-Joycey, Α. (2004). Νέες προκλήσεις και προοπτικές για τη διδασκαλία/εκμάθηση ξένων γλωσσών. Στο Β. Δενδρινού και Β. Μητσικοπούλου (επιμ.), *Πολιτικές γλωσσικού πλουραλισμού και ξενόγλωσση εκπαίδευση στην Ευρώπη*. Εθνικό και Καποδιστριακό Πανεπιστήμιο Αθηνών: Μεταίχμιο, 416-423.

Journal articles

- Kress, G. (1990). Critical discourse analysis. *Annual Review of Applied Linguistics*, 11: 84-99.
- Oxford, R. and M. Nyikos (1989). Variables affecting choice of language learning strategies by university students. *The Modern Language Journal*, 73/3: 291-300.

Website references

- Rossetti, P. (1998). A teacher journal: Tool for self-development and syllabus design [on line]. Available: journal.html <http://www.geocities.com/Athens/Olympus/9260/journal.html> [date accessed].

Unpublished material

- Hakuta, K. (1975). Becoming bilingual at age 5: The story of Urguisu. Unpublished Senior Honors Thesis, Harvard University.

Reprinted material

- Selinker, L. (1972). Interlanguage. *IRAL* 10: 209-31. Reprinted in J. Richards (ed.) (1974), *Error Analysis: Perspectives on Second Language Acquisition*. London: Longman, 31-54.

Articles in newspapers and magazines should be referenced by the name of the newspaper, date of publication, and the title of the article.

Reports

- Department of Education and Science (DES) (1985). Education for All. The Swan Report. London: HMSO.

Book Reviews

Books of interest to the *JAL* public may be reviewed in review articles or shorter book review notices, and they may be published in any one of the three official languages of *JAL*. Ideally a book review may not exceed 3000 words.

Contributions should be submitted to gala-auth@enl.auth.gr

[Authors may wish to keep copies of their complete article, as rejected contributions will not be returned.]