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Authors should include a cover page with full title of the paper, the name(s) of author(s), application and addresses (including email addresses). Please note that the name(s) of authors should not appear in the paper.

Abstract

An abstract with 250-300 words should be sent with every paper.

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Include 4-5 key words.

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A short bio-description (50-60 words) and contact information (mailing address and email) for each author is required for “About the Author” to be published at the end of the paper.

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INSTRUCTIONS TO AUTHORS

- Paper size: A4 (210*297 mm).
- Manuscripts should be typed (single spaced) using MS Word 1997/2003 or 2007 and should have a word account between 3000-6000.
- The paper should have an introduction, review of related literature followed by objectives/research questions, details of research design, methods of data collection and data analysis, findings, discussion and conclusion.

INSTRUCTIONS FOR FORMATTING YOUR PAPER

- Orientation - Portrait
- Gutter - 00
- Gutter position - Left
- Layout borders - New page apply to whole Document
No borders
- Margins - Top 1'', Bottom'', Left 1.5'', Right 1''
- Font size - 11 points
- Font type - Times New Roman
- Paragraph - Justified, No indent
- Line spacing - Single
- Headings & sub headings - Bold, Headings(font size 14 points)

Sub headings (font size 12 points)

Numbered e.g. 1

1.1

1.1.2

- Borders & shadings - None
- Tables - With minimum formatting.
(with table number & headings)
- Insert picture - Figure with number & headings
- Insert text box - For figure
- Format text box layout - Wrapping style = square
Horizontal Alignment = Left or Right
- Flowchart - Inside Text Box & letter size 0-2

REFERENCES

- References should be cited according to guidelines of the publication manual of the American Psychological Association (APA) (6th edition).

www.apastyle.org/manual/

IN- TEXT CITATIONS

References in the text should be cited using the last name of the author(s) with the year of publication in parentheses: eg. Marton (1976).

If several papers by the same author and from the same year are cited, a, b, c, etc. should be put after the year of publication: eg. Marton (1976a, 1976b, 1976c).

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Give the **Last name** of each author, use a comma after each last name and after each set of initials the final one(s). Use and ampersand (&) rather than the word “**and**”.

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Eg. Fox, J.D. (2009) Moderating top-down policy impact and supporting EAP curricular renewal: Exploring the potential of diagnostic assessment, *Journal of English for Academic apurposes* 8. 26 – 42.

Eg. Scaglione, m., Stewart, T., &Sagliano, J (1998), Professional training to develop content-based instruction in higher education. *TESL Canada Journal*, 16, 36-51.

BOOKS AND REPORTS

Format: Author, A. A. (year). Title of work, Location: Publisher.

- **Book**

German, M. (1990). *Psycholinguistics*. Cambridge: Cambridge University Press.

Mitchell, T. R. & Larson, J.R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3rded.). New York: McGraw-Hill.

- **Edited Book**

Stryker, S., & Leaver, B.(Eds.) (1997). Content-based instruction in foreign language education: Models and methods. Washington, D.C.: Georgetown University Press.

- **Chapter in a Book**

Samuda, V.(2001). Guiding relationships between form and meaning during task performance: the role of the teaching. In M. Bygate, P. Skehan, & M. Swain (Eds.), Researching pedagogic tasks: Second language learning teaching and testing (pp. 119e140). Essex, U.K. : Longman.

- **Article from a Web Site of e-journal**

Takase, A. (2007) Japanese high school students' motivation for extensive L2 reading. Reading in a Foreign Language, 19(1), 1018.

Retrieved September 24, 2007, from

<http://infirc.hawaii.edu/rfi/April2007/takase.pdf>

- **Electronic Book from Web Site**

Sapir, E. (2004), Language: An introduction to the study of speech.

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