

Dear Colleague,

Thank you for taking the opportunity and submitting an article to **WoPaLP**. To help make the format uniform, please adhere to the details outlined in the style sheet below. The requirements of the style sheet are illustrated at the end of this document. In questions not referred to in the style sheet and in issues relating to citation and documentation, please follow the APA 7 guidelines at <http://langped.elte.hu/APAguidelines.htm> . The initial submission must be accompanied by a declaration stating that all the citations and references have been checked, and the author has verified that all works cited appear in the references and all the items in the references have been cited in the text.

Please remember that – unless you are a native speaker of English – the paper should be proofread by a native speaker.

In the initial submission please do not indicate your name on the paper, nor that of your proofreader. If your article is accepted for publication, we will ask you to provide the name and affiliation of your proofreader. We will indicate their names in the publication, which may be a form of public recognition for their work.

With best regards,

The editors

WoPaLP Style Sheet

Page setup:

Margins: 2.5 cms on all sides (top, bottom, left, right)

Page layout: Portrait pages. Use landscape pages only if absolutely inevitable.

Font type: Times New Roman

<i>Text/section</i>	<i>Font Size</i>	<i>Layout, etc.</i>
TITLE	16 pt bold capitals	centred
Author's Name	14 pt bold	centred
author's affiliation	10 pt	centred
email address	10 pt	centred
Abstract:	12 pt	justified (both the left and right margins are even - 'sorkizárt')
text of abstract	10pt	justified (both the left and right margins are even - 'sorkizárt')
Keywords:	10 pt bold	justified (both the left and right margins are even - 'sorkizárt')
actual keywords	10 pt	justified (both the left and right margins are even - 'sorkizárt')
first level headings (1 Introduction)	14 pt bold	flushed left Please <u>do not</u> use automatic numbering.
second level headings (1.1 The Definition of...)	12 pt bold	flushed left Please <u>do not</u> use automatic numbering.
third level headings (1.1.1 Concepts related to...)	12 pt	flushed left Please <u>do not</u> use automatic numbering.
text	12 pt	justified (both the left and right margins are even - 'sorkizárt') paragraphs are indented by 1 TAB space (1.25 cm)
footnotes	10 pt	justified (both the left and right margins are even - 'sorkizárt')

header	10 pt italics	centred
proofreader's details	10 pt italics	flushed left
References (heading)	12 pt bold	flushed left
text of references	12 pt	justified with hanging indents
(appendices:) APPENDIX A	12 pt bold capitals	flushed left

Layout:

Line spacing: Single-spaced throughout the paper with 12 pt spaces.
Leave one space between paragraphs and two spaces between sections.

Title, Author, Abstract and Key words: The title should appear in line 1 of page 1. It must be centred and followed by two line spaces. This is followed by the author's name (given name + surname), and the author's affiliation and email address, both centred. Leave four spaces and start the paper with the abstract. The abstract is a one-paragraph, self-contained summary of the most important elements of the paper. Leave a line space after the abstract and continue with the keywords. Please indicate three to five keywords. This is followed by another four spaces and the rest of the article.

Paragraph Indentation: Indent all paragraphs by one Tab unit (1.25 cms)

Page Header: Should be 1cm from the top.

The header should contain the following:

WoPaLP, Vol. 18, 2023

Author's surname page number

N.B. In the initial submission do not provide your name.

The pagination should start on the first page, the text should be in *10 pt italics* and centred so that the title of the journal appears on the left and the author's name and the page number appear on the right.

Tables: Tables should be placed in the centre of the page. The headings of rows and columns should appear in bold type. The text in the boxes should be arranged to the left or the centre so that big gaps should not appear. Numbers in the boxes should be arranged to the right or the centre depending on the function of the numbers shown.

The number and title of the table appear under the table, centred in normal 10 pt font. The space between the table and the caption should be 8pt. The number of the table is followed by a full stop.

Lists: Lists should be bulleted (using simple dots) or numbered with Arabic numerals in brackets. Please do not use automatic numbering.

Notes: If necessary, use footnotes rather than endnotes.

Numbering the sections: Number sections manually. Please **DO NOT** use automatic numbering.

Proofreader: Indicate the name of the proofreader after the body of the paper before the references. Leave three line spaces between the end of the article and the indication of the proofreader. The text should read: *Proofread for the use of English by: Joe Bloggs, Department of English, Eötvös Loránd University, Budapest.*
N.B. In the initial submission do not provide the proofreader's name.

References: Leave four line spaces after the indication of the proofreader and continue with the references.

Use a hanging indent in the list of references, i.e., if the reference is longer than one line, the second and subsequent lines should be indented, so that the author's name stands out in the first line.

When referring to page numbers do not use spaces. e.g., p.104, or pp.1-23.

Make sure that hyperlinks to sources remain active in the references so that readers can have automatic access to the texts. Check that the hyperlinks are valid at the time of submission.

If you refer to an item not written in English, please provide an English translation of the title in square brackets.

Please avoid quoting from secondary sources (... as cited in ...). These quotations are often inaccurate. Always refer to the original source.

Appendices: Label the different appendices as Appendix A, Appendix B, etc. If necessary, you can have an Appendix A1, Appendix A2, Appendix B1, etc.

The actual pages of the Appendices should be labeled in capitals, e.g. APPENDIX A, and a title referring to the item therein should also be provided.

A few details of punctuation:

Quotation marks: Use double quotation marks “...” for proper quotations and single quotation marks ‘...’ to indicate that a word is used in an irregular meaning. Do not use straight apostrophes and quotation marks.

Omissions in quotations: Omissions in quotations should be indicated by [...].

Dashes and hyphens: Please distinguish dashes – from hyphens - .

- - - -

A note about initial anonymisation:

Please make sure that on initial submission you do not include your name either in the header, or the name of the author below the title. Also, if you refer to your own publication, then in the text you say in brackets: (author’s publication, undisclosed). Do not include your own publications in the references either, only insert them once the paper has been approved for publication.

To illustrate the major requirements, the outline of a sample paper follows on the next page.

THE ART OF WRITING A STYLE SHEET

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borond@korond.hu

[illegible]

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1 Introduction

[illegible]

text text text text text text text text text text text text text text text text text
text text text text text text text text text text text text text text text text text
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1.1 The definition of a style sheet

[illegible]

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text text text text text text text text text text text

text text text text text text text text text text text text text text text text text
text text text text text text text text text text text text :

- list item
- list item
- list item
- list item

[illegible]

- (1) list item
- (2) list item
- (3) list item
- (4) list item
- (5) list item

1.1.1 Style sheets for Internet based journals

text text text text text text text text text text text text text text text text
text
text text text text text text text text text text text

Column header	Column header	Column header
text, text, text	243	0.087
text, text,	25	0.043
text,	6	0.035
text, text,	58	0.033
text, text, text	31	0.020
text,	987	0.037
text, text,	7	0.018

Table 1. Sample Table with column headers

	Column header	Column header	Column header
Row header	text, text, text	243	0.087
Row header	text, text,	25	0.043
Row header	text, text, text	31	0.020
Row header	text,	987	0.037
Row header	text, text,	7	0.018

Table 2. Sample Table with column and row headers

text text text text text text text text text text text text text text text text text
text
text text text text text text text text text text text

2 Theoretical background

[illegible]

etc.
etc.
etc.
etc.

Proofread for the use of English by: Joe Bloggs, Department of English, Eötvös Loránd University, Budapest.

References

- Ellis, R. (1985). *Understanding second language acquisition*. Oxford University Press.
- Johnson, D. W., & Johnson, R. T. (1991). Cooperative learning and classroom and school climate. In B. J. Fraser, & H. J. Walberg (Eds.), *Educational environments* (pp.55-74). Pergamon.
- Major, É. (2000). Milyenfajta angol nyelvtudásra van szükség a nyelvigényes munkakörökben? [What kind of language knowledge is needed in language-intensive jobs?] *Modern Nyelvoktatás*, 6(1), 33-49.
- O'Dwyer, S. (2006). The English teacher as facilitator and authority. *TESL-EJ*, 9, 1-15.
<http://www.tesl-ej.org/wordpress/issues/volume9/ej36/ej36a2>
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- Phillipson, R., Kellerman, E., Selinker, L., Sharwood Smith, M., & Swain, M. (Eds.). (1991). *Foreign/second language pedagogy research: A commemorative volume for Claus Færch*. Multilingual Matters.

APPENDIX A

Statistics on the Use of Appendices in Academic Papers

Text or table Text or table Text or table Text or table Text or table Text or table Text or
table Text or table Text or table Text or table Text or table Text or table Text or table
Text or table Text or table Text or table Text or table Text or table Text or table Text
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table

etc.

etc.

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APPENDIX B

The English translation of the interview schedule

1. Text text text text text text text text text text text text text?
2. Text text text text text text text text text text text text text?
3. Text text text text text text text text text text text text text?
4. Text text text text text text text text text text text text text?
5. Text text text text text text text text text text text text text?
6. Text text text text text text text text text text text text text?
7. Text text text text text text text text text text text text text?
8. Text text text text text text text text text text text text text?
9. Text text text text text text text text text text text text text?
10. Text text text text text text text text text text text text text?
11. Text text text text text text text text text text text text text?
12. Text text text text text text text text text text text text text?