

Manuscript Guidelines for *Indonesian Journal of Integrated English Language Teaching (IJIELT)*

[The title of the paper should be centered on the page, typed in bold 12- point Times New Roman font. Major words should be capitalized, as in the example above].

First Author's Name	Second Author's Name
First Author's Email	Second Author's Email
First Author's Affiliation	Second Author's Affiliation

Abstract

The heading "Abstract" should be centered left justified. The abstract is a brief summary of the paper, allowing readers to quickly review the main points and purpose of the paper. It should contain at least research background, objectives, participants, methodology, results and discussion, and conclusions. Abbreviations and acronyms used in the paper should be defined in the abstract. The abstract should be between 150-200 words.

Keywords: Three to five keywords or brief phrases related to the paper.

Introduction

The introduction should present the problem that the paper addresses. Write with clarity about the issues that the reader must know in order to fully appreciate the rest of the paper. The body of the text should be left justified in 12- point Times New Roman font.

Methodology

It describes about research design, research site, participants, instruments and procedures of gathering and analyzing data for the study.

Results and Discussion

It presents the results of the research that answer the research questions. If the discussion consists of main headings and sub-headings, the format is as the following:

Main Headings

Main headings should be in bold, left justified and in 12-point Times New Roman font.

Sub-headings

Sub-headings should be italicized and indented in bold Times New Roman font.

Table 1. Title of particular table [also the same format for Figures]

Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Data in a table that would require only two or fewer columns and rows should be presented in the text. More complex data are better presented in tabular format. Figures are visual representations including graphs, charts, and drawings. *Indonesian Journal of Integrated English language Teaching* requires both tables and figures to be represented as bold headings followed by a title.

Conclusion

A concluding short section should be included. As well as conclude an inquiry response it might also summarize the main points of the paper.

References

Jin Y., & Yang, H. (2006). The English proficiency of college and university students in China: As reflected in the CET. *Language, Culture and Curriculum*, 19(1), 21-36.
Krashen, S.D. (1982). *Principles and Practice in Second Language Acquisition*. Pergamon.

[As a rule Language Circle Journal uses APA referencing formats. For instance, refer to <http://owl.english.purdue.edu/owl/resource/560/01/>]

Appendix 1. Recommended APA referencing formats for In-Text Citations

In-Text Citations

Citations are required for all print and electronic sources. It is extremely important to acknowledge the ideas or the work of others with properly constructed and accurate citations. Below are two ways in which a researcher's work may be cited properly by another author:

Example A (direct). According to Richards (2010), there are both „macro“ and „micro“ reasons why many postgraduate researchers fail to complete a research dissertation.

Example B (indirect). Postgraduate researchers often fail to complete a research dissertation for a combination of reasons (Richards, 2010).

Quotations

Page numbers are required with all direct quotations. The citation should be placed immediately after the quote, even when it is not at the end of the sentence. For example, changes to APA style “are not only permissible but also desirable” (APA, 2001, p. 322) when they are not suitable for the needs of the paper. As shown in the above example, quotations can be cited with a signal phrase that includes the author's last name followed by the date of publication, putting the page number in parentheses at the end of the quotation before the ending punctuation mark. In general, no quotation marks are required when paraphrasing ideas. Likewise, page numbers or other indication of specific parts of a source is not necessary unless a specific part of the text is being referenced.

Block Quotations

When a quotation is more than 40 words in the text, authors are instructed to use block quotation format. The entire quote is indented 10 spaces and the reference follows the punctuation. As Patil (2010) explains:

These problems stem from several reasons such as the nature of the English alphabet, the letter-sound disparity of the English language, and the reverse directionality of the English writing system, as compared to Arabic writing system. These factors lead to bad reading habits like fixation, regression, sub-vocalization, and reverse visualization (p. 19).

Appendix 2. Recommended APA ‘List of References’ Formats

The formatting of a List of References

As a rule, *Indonesian Journal of Integrated English Language Teaching (IJIELT)* applies APA format which prescribes a List of References at the end an academic paper. The List of References section should be indented after the first line. Capitalize the main words in the title of journal articles or books. Italicize titles of longer works such as books and journals. All resources

cited in the text of a research paper must appear in List of References section, and vice versa. If a resource is not cited in the text, it should not appear in this section, as it would in a bibliography.

References should be listed alphabetically by the last name of the author and entered in hanging style; that is, the first line of the entry should be left justified, with the following lines intended five spaces. If there are two or more entries by the same author, references should be listed by year of publication, starting with the earliest. For each author, the last name should be listed, followed by a comma and the first (and middle) initials, followed by periods. Multiple authors in one reference must be separated with commas and the symbol "&" rather than the word "and" before the final author. After the author(s) comes the year (in parentheses and followed by a period).

For a journal reference, authors must italicize the title of the journal and the volume number, noting that issue numbers are typically not included. Also the main words of journal articles, book titles, and journal names will all be capitalized. Book titles and journal names should also be italicized. Book references also require the city, state (as a two-letter abbreviation without periods), and the publisher's name. For a more inclusive list of guidelines on the formatting required for reference list, please refer directly to APA guidelines.

Books

The citation of books in a list of references should include the main title in italics with the main words capitalized. Any sub-titles are generally not capitalized. The citation of articles from books should first cite the title of the article and then the citation details of the book – including an acknowledgement of that book editor (Ed.) or editors (Eds.). If the book is a new or revised edition (i.e. Rev. ed.) this information should also be included.

Krashen, S.D. (1982). *Principles and Practice in Second Language Acquisition*. Pergamon.

Naiman, N., Frölich, M., Stern, H.H., & Todesco, A. (1978). *The Good Language Learner. Research in Education Series 7*. The Ontario Institute for Studies in Education.

Nigh, B. (2007). *Language Education Studies* (rev. ed.). TESOL Press.

Pratkanis, A.R., Brekler, S.J., O'Malley, J.M., & Chamot, A.U. (1990). *Learning Strategies in Second Language Acquisition*. Cambridge University Press.

Watson, M. (2006). The clash of language learning styles. In M. Moscovitch (Ed.), *Second Language Acquisition Styles* (pp. 145-172). Cranium Press.

Journal Articles

When citing journal articles in a list of reference the title of the article should remain non-italicized. The name of the journal is instead italicized. The main words of the primary title should be italicized – but any subtitles are generally not capitalized. *Indonesian Journal of Integrated English Language Teaching* convention is to include a succinct reference to volume, edition, and page numbers (e.g. 19(2), 131-141).

If references are used from regular editions of a journal without an edition number then the date of publication should include the specific date of publication.

Ramirez, A.G. (1986). Language learning strategies used by adolescents studying French in New York schools. *Foreign Language Annals*, 19(2), 131-141.

Jin Y., & Yang, H. (2006). The English proficiency of college and university students in China. *Language, Culture and Curriculum*, 19(1), 21-36.

O'Malley, J.M., Chamot, A.U., Stewner-Manzanares, G., Kupper, L., & Russo, R.P. (1985). Learning strategies used by beginning and intermediate ESL students. *Language Learning*, 35(1), 21-46.

Posner, M.I. (1993, October 29). Seeing the mind. *Language*, 262, 73-74

Other Print Sources

Where applicable other print sources should aim to either replicate the format of book and journal references. Where all details cannot be identified then the principle of referencing is to detail where possible information about the author, date of publication, a title, the organizational auspices or authority for publication, and specific information (especially page numbers) where the article can be located. If the individual author or authors cannot be identified then at least the organization responsible if possible. Like the auspices or authority for publication.

Government Document

National Institute of Language Education. (1990). *The Training of Language Educators* (DHHS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Dissertation, Unpublished

Last name, F. N. (Year). Title of dissertation. (Unpublished doctoral dissertation). Name of Institution, Location.

Tohir, L. (2018). The Effectiveness of question-answer relationships and self-questioning strategies in improving the reading ability of the undergraduate students with different reading motivation levels (Unpublished doctoral dissertation). Pascasarjana Universitas Negeri Semarang.

Report from a Private Organization

American Language Association. (2000). *Language Teaching Guidelines* (2nd ed.). Washington, DC: Author.

Conference Proceedings

Schnase, J. L., & Cunnius, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, Erlbaum.

Electronic Sources

As well as follow the general advice for „other print sources“, *Indonesian Journal of Integrated English Language Teaching* convention for electronic sources is to generally refer to the online site where an item or article can be accessed – i.e. „Available at URL. Where dating of access is relevant then the reference should be „Retrieved Month, Day, Year from UTL“. Online academic journals should include the general information as for print journals followed by location online or date retrieved.

Author, I. (Date). Title of Webpage. Website publisher or organization, Available at URL

Grant, L. (2005). College Students Expected to Load Up on Gadgets. *University Archives*, Available at http://www.archiveonline.com/tech/products/gear/2005-08-16-college-gadgets_x.htm

Chowdhury, M. (2006, Summer). Students' Personality Traits and Academic Performance: A five-factor model perspective. *College Quarterly* 9(3). Retrieved January 30, 2008 from <http://www.senecac.on.ca/quarterly/2006-vol09-num03-summer/chowdhury.html>

Author, I. (2007). Brilliant Article. *Language Education Online*, 16, 1, Available at <http://www.LEA.edu/>

Appendix3. Recommended APA ‘Tables and figures’

According to APA style Tables and Figures have special rules, author should consider the following

- The title of the table should be brief, clear and comprehensive.

- Title is placed above the table NOT below the tables
- The researcher should be consistent in the formatting and vocabulary of all tables when writing a paper.
- The table title should be italicized, but not the table number.
- Number tables in the order they are first mentioned in text. Do not write “the table above” or “the table below.”
- Capitalize only the first letter of the first word of all headings. If a word is a proper noun, however, be sure to capitalize the first letter anyway.
- Each column has a heading
- Standard abbreviations and symbols, such as % or *no.* may be used in headings without further explanation.
- If the table is from another source, include a note below the table specifying whether it is from another source or adapted from another source.
- Notes are placed below the table.

For more details please read **APA Tables and Figures**

<http://owl.english.purdue.edu/owl/resource/560/19/>

Summary of Article Submission Guideline

No.	Descriptions	Yes	No
<i>Articles submitted to Indonesian Journal of Integrated English Language Teaching should contain:</i>			
1	Title of less than 12 words, capitalized, centered, with font size 14.		
2	Author's names (without academic titles), the email address, and institutional affiliations		
3	Abstract of not more than 200 words, containing the background, objective, methodology, findings, and conclusion.		
4	Three to five keywords together with the main body of the article.		
5	Body of the article between 5,000 to 6,000 words.		
6	Article written in English, using <i>Microsoft Word</i> , font size 12, <i>Times New Roman</i> , top and left margin 3 cm, bottom and right margin 2.54 cm.		
7	Block citation 1 cm indented with the font size 11		
8	Research article consisting of introduction, methodology, results and discussion, conclusion, and references.		
9	Introduction consisting of background, research contexts, literature review, and research objective(s). All are presented in paragraphs with the proportion of 20% of the whole article length.		
10	Methodology consisting of descriptions concerning the research design, data sources, data collection, and data analysis with the proportion of 10% of the total article length.		
11	Results and discussion answering the research question(s) and their meanings seen from theories and references of the area addressed with the proportion of 65% of the total article length.		
12	Conclusion consisting of summary, restatement, comment or evaluation of the main results with the proportion of 5% of the total article length		

13	Use only horizontal lines for tables and figures. Put table number and title on top of the table and figure number and title below the figure.		
14	Every source cited in the article should appear in the reference, and all sources appearing in the reference should be cited in the article.		
15	The sources cited should at least 80% come from those published in the last 15 years.		
16	The sources cited are primary ones in the forms of journal articles, books, and research reports, including theses and dissertations		
17	Quotations and references following APA style and the latter being included at the end of the article.		
18	Appendices, if any, being enclosed following the list of references		
19	Grammar employed to make meaning being in accordance with that of standard English (preferably American)		
20	Vocabulary/rhetorics used in the text being formal/academic and correctly spelled		