

Author Guidelines

ENGLISH LANGUAGE TEACHING PRIMA

| ENGLISH EDUCATION DEPARTMENT | PRIMA INDONESIA UNIVERSITY |

The submitted articles have not been previously published and it is not under consideration for other publication. Its publication is approved by all authors and explicitly by the authorities responsible where the work was carried out. Types of the article include Empirical Studies, Literature Review, Theoretical Articles, Methodological Articles, Case Studies, and other types of article including brief reports, comments and replies on previously published articles, book reviews, and monographs. Author (s) must be responsible for the authorship of their works. The article must be the author's original work. The ELT PRIMA journal is not responsible, if later, it is founded that the article published in the ELT PRIMA journal is not the author's work

1. Paper Selection Process

- a. On receiving the paper, we will send a notification to the author immediately.
- b. The process of peer review may take 2-3 weeks.
- c. We will send an acceptance letter via e-mail to the author, indicating the acceptance or not and the date of publication.
- d. Authors should use the template provided by us and meet the formatting requirements outlined in the author guidelines.

2. General Requirements

- a. Language
We only accept manuscripts in English language, either American or British, but a mixture of both.
- b. Length of paper
Length of 2000-6000 words is preferred.
- c. Page setup
Page size: A4

Margins: top-2.5 cm, bottom-2.5 cm, left-3 cm, and right-3 cm

3. General Rules for Text

Please use the following rules for whole text, including abstract, keywords, headings, tables, acknowledgement, and references.

Font: Cambria; Size: 12

Paragraph Spacing: Before paragraph – 0 line; After paragraph – 0.4 line

Line Spacing: 1.5 lines

a. Title and author names

Title

Cambria; Size-12; Line Spacing: 1.5; Paragraph Spacing: Before paragraph-1 line; After paragraph-1 line; Center; not more than 15 words

Author names and affiliations

Please indicate the given name and family name clearly. The given name should be in front of the family name. Present the authors' affiliation (where the actual work was done) below the names.

b. Abstract and Keywords

Abstract

A concise and factual abstract is required (maximum length 350 words). The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separate from the article, so it must be able to stand alone. References are allowed.

Keywords

Immediately after the abstract, provide a maximum of 8 keywords, avoiding general and plural terms and multiple concepts (avoid, for example, 'and', 'of').

c. Main Body of Manuscripts

Subdivision of the article

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1., 2., (then 1.1, 1.1.1, 1.1.2; 1.2, etc.) (the abstract, acknowledgement, and references are excluded from the section numbering).

Title of subdivision

Heading Level-1: Cambria; Size-12; Bold;

Example, **Introduction**

Heading Level-2: Cambria; Size-12; Italic;

Example, *1.1 Research Methods*

Heading Level-3: Cambria; Size-12; Normal;

Example, 1.1.1 Results (containing the analysis of Results)

Tables

Place descriptions of tables below the table body. Tables should be:

- a. Integrated into the submitted document,
- b. Captioned above the table,
- c. Should NOT be submitted as an image but as MS Word-Table,
- d. Borders setting: all; width: 1/2 pt,
- e. Cited in the text as e.g. Table 1.

Figures, Photos, Illustrations

Figures, photos, illustrations and so forth should be:

- a. Of reproducible quality and attached in JPG format. They should have a minimum resolution of 300 dpi.
- b. Integrated as well into the submitted document at the appropriate place.
- c. Captioned below the figures.
- d. Cited in the text as e.g. Figure 1.

Formulae

The text size of formulae should be with the same as normal text size.

4. Acknowledgements and Sponsoring information

Put the acknowledgement or sponsoring information after the main body and before the references.

5. References

Responsibility for the accuracy of bibliographic citations lies entirely with the authors. We use the APA style citation system (American Psychological Association). You are referred to the "Publication Manual of the American Psychological Association, 6th edition", and you may find relevant details at: www.apa.org

Citations in the text

Please ensure that every reference cited in the text is also present in the reference list (and vice versa).

Citing and listing of web references

As a minimum, the full URL should be given. Any further information if known (author names, dates, reference to a source publication, etc.) should also be given. Web references can be listed separately (e.g., after the reference list) under a different heading if desired, or they can be included in the reference list.

Text

Citations in the text should follow the referencing style used by the American Psychological Association (APA).

List

References should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters "a", "b", "c", etc., placed after the year of publication.

Examples:

Reference to a journal publication:

Kornack, D. Rakic, P. (2001). Cell Proliferation Without Neurogenesis in Adult Primate Neocortex. *Science*. 294 (5549). 2127-2130.
<http://dx.doi.org/10.1126/science.1065467>

Reference to a book:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style*. (3rd ed.). New York: Macmillan. p. 12.

Reference to a chapter in an edited book:

Mettam, G. R., & Adams, L. B. (1994). How to prepare an electronic version of your article. In B. S. Jones, & R. Z. Smith (Eds.), *Introduction to the electronic age* (pp. 281-304). New York: E-Publishing Inc.

Reference to a web source:

Smith, Joe, (1999). One of Volvo's core values. [Online] Available:
<http://www.volvo.com/environment/index.htm> (July 7, 1999).

6. Privacy Statement

The names and E-mail addresses entered in this journal's site will be used exclusively for the purposes of this journal and will not be made available for any other purpose or to any other party.