



Type your title here; book antiqua size 16; capitalise the first word only and not more than 15 words

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ABSTRACT

An abstract is a brief, comprehensive summary of the contents of the article; it allows readers to survey the contents of an article quickly and, like a title, it enables persons interested in the document to retrieve it from abstracting and indexing databases. Type the abstract here (9pt). Abstract, which comprised of approximately 250-350 words, provides a brief description of **problems, aims, the method used, and results**. It emphasises research results in which written in single line spacing. 3 to 5 keywords must be written to describe the research scope observed, as well as the main terms undergirding the research. These keywords can be single and/or combined words (phrases).

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This is the introduction section and is a little different from the short and concise abstract. The reader needs to know the background to your research and, most importantly, why your research is important in this context. What critical question does your research address? Why should the reader be interested?

The purpose of the Introduction is to stimulate the reader's interest and to provide pertinent background information necessary to understand the rest of the paper. You must summarise the problem to be addressed, give background on the subject, discuss previous research on the topic, and

explain *exactly* what the paper will address, why, and how. A good thing to avoid is making your introduction into a mini review. There is a huge amount of literature out there, but as a scientist you should be able to pick out the things that are most relevant to your work and explain why. This shows an editor/reviewer/reader that you really understand your area of research and that you can get straight to the most important issues.

Keep your Introduction to be very concise, well structured, and inclusive of all the information needed to follow the development of your findings. Do not over-burden the reader by making the introduction too long. Get to the key parts of the paper sooner rather than later.

Best Practice:

1. Begin the introduction by providing a concise *background* account of the problem studied.
2. State the *objective* of the investigation. Your research objective is the most important part of the introduction.
3. Establish the *significance* of your work: why was there a need to conduct the study?
4. Introduce the reader to the pertinent *literature*. Do not give a full history of the topic. Only quote previous work having a direct bearing on the present problem.
5. Clearly state your *hypothesis*, the variables investigated, and concisely summarise the methods used.
6. *Define* any abbreviations or specialised/regional terms.
7. Provide a concise discussion of the results and findings of other studies so the reader understands the big picture.
8. Describe some of the major findings presented in your manuscript and explain how they contribute to the larger field of research.
9. State the principal conclusions derived from your results, and
10. Identify any questions left unanswered and any new questions generated by your study.

Be concise and aware of who will be reading your manuscript and make sure the Introduction is directed to that audience. Move from general to specific: from the problem in the real world to the literature to your research. Last, please **avoid making a subsection** in the Introduction.

LITERATURE REVIEW (LEVEL 1)

A literature review should integrate up-to-date knowledge that reflects key empirical findings, along with relevant theoretical and methodological contributions related to the research topic. It involves a systematic examination of books, peer-reviewed journal articles, and other credible sources pertinent to a specific research issue, field of study, or theoretical framework. Through this process, the literature review offers a

comprehensive overview, synthesis, and critical appraisal of existing studies in relation to the research problem under investigation.

METHODOLOGY (LEVEL 1)

Research Design (Level 2)

The Research Methodology section describes in detail how the study was conducted. A complete description of the methods used enables the reader to evaluate the appropriateness of the research methodology. You also need to describe your research participants here, including their ages, settings, and contexts.

Instruments and Procedures (Level 2)

Describe what, how, to whom the instruments used in the study. If your paper has three levels, kindly follow the template.

Data Collection (Level 2)

Describe in detail how you collect the data, the place(s), the timeframe, and the way you conduct interviews (if any).

Data Analysis Procedures (Level 2)

Describe how the data were analysed in the study.

FINDINGS (LEVEL 1)

In the Findings section, summarise the collected data and the analysis performed on those data relevant to the issue that is to follow. The Findings should be clear and concise. It should be written objectively and factually, and **without expressing opinion**. It may include numbers, tables, and figures (e.g., charts and graphs). Number tables and figures consecutively in accordance with their appearance in the text.

Table 1. An example of a table (Book Antiqua size 12pt)

Dimension (10pt)	Column A (t)	Column B (T)
Type in Book Antiqua 10pt	1	2
Type in Book Antiqua 10pt	1	2
Type in Book Antiqua 10pt	1	3

Sub Findings (Level 2)

In the Findings section, summarise the collected data and the analysis performed on those data relevant to the issue that is to follow. The Findings should be clear and concise. It should be written objectively and factually, and without expressing personal opinion. It includes numbers, tables, and figures (e.g., charts and graphs).

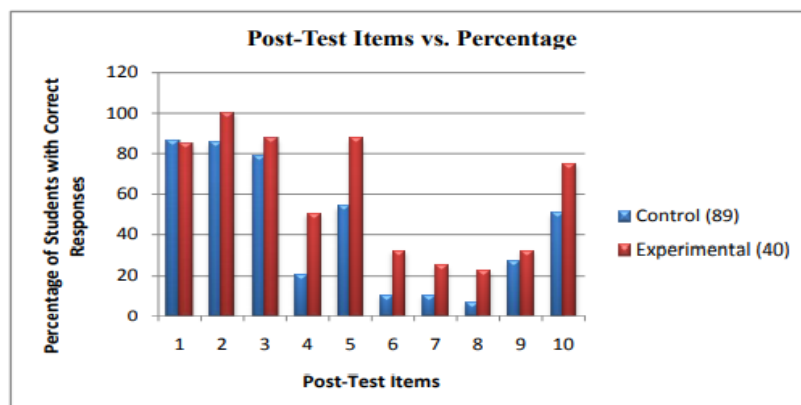


Figure 1. Percentage of students with correct responses

Labels of tables and figures are centred, bold, and in 12-point font. For tables, the label must be placed **above the table** while for figures, it must be placed **below the picture**. The distance between the figure and the label must be 6 pt. Paragraph > Spacing > Before. All figures must be cited within the text. The word Figure must be used instead of figure or Fig when referring to the Figure. If figures are small, they can be arranged differently.

DISCUSSION (Level 1)

This section should explore the significance of the results of the study. This section allows you to offer your interpretation and explain the meaning of your results in the findings section. Emphasise any theoretical or practical consequences of the results.

The Discussion section should be a reasoned and justifiable commentary on the importance of your findings. This section explains why the problem is important and identifies the larger issues and propositions that are confirmed or disconfirmed by extrapolating these findings to such overarching issues.

CONCLUSION (Level 1)

The main conclusions of the study should be presented in a short Conclusions section. Do not repeat earlier sections.

ACKNOWLEDGMENTS (if any)

Acknowledge the people and/or the institution that provides you with research grants. You can also acknowledge the editor and/or anonymous reviewer(s) who have given you feedback on your piece of writing.

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THE AUTHOR(S)

Type your bio here, from 50 to 70 words in total.

APPENDIX 1 (optional)

Please add your survey questions, questionnaire, or research instrument here.

It is very important to do so. Refer to the appendix 1 somewhere in your main text.