

Sample Article: Layout and Style: Times New Roman 14 Point, Bold Left-Justified, 1.5 Spaced. Use Title Case

Anne Example, Name of Institution TNR 12 points, regular, left-justified

Abstract

This is an abstract of the sample article which will normally be no more than 200 words. Single-spaced 12-point font Times New Roman. No paragraph indentation. Insert one space after periods (full-stops). Abstracts are not necessary for shorter summaries/work-in-progress pieces.

Keywords: centred, writing centre, Japanese university, EFL writing

Indent the first line of each new paragraph. Use 1.5 spacing, with no spacing before or after paragraphs, and 12-point Times New Roman font. An example of an in-text citation (Atkinson & Connor, 2008). Follow APA 7th edition for citations and references. **Note that there is no “Introduction” as a heading in APA.** Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. Nulla consequat congue imperdiet. Duis porta arcu id lacus iaculis hendrerit.

Section Headings Centred Bold Capitalised

Indented, 1.5 spacing. Font 12-point Times New Roman. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. Nulla consequat congue imperdiet. Duis porta arcu id lacus iaculis hendrerit. Nullam porta finibus turpis, a pharetra nulla cursus ac. Morbi ultricies nibh at vestibulum viverra.

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Second-level headings, sentence case (capitalise first word and proper nouns only), left justified, bold italic

Indented, 1.5 spacing. Font 12-point Times New Roman. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. Nulla consequat congue imperdiet. This is example text referring to Figure 1. All figures included should be referred to in the text.

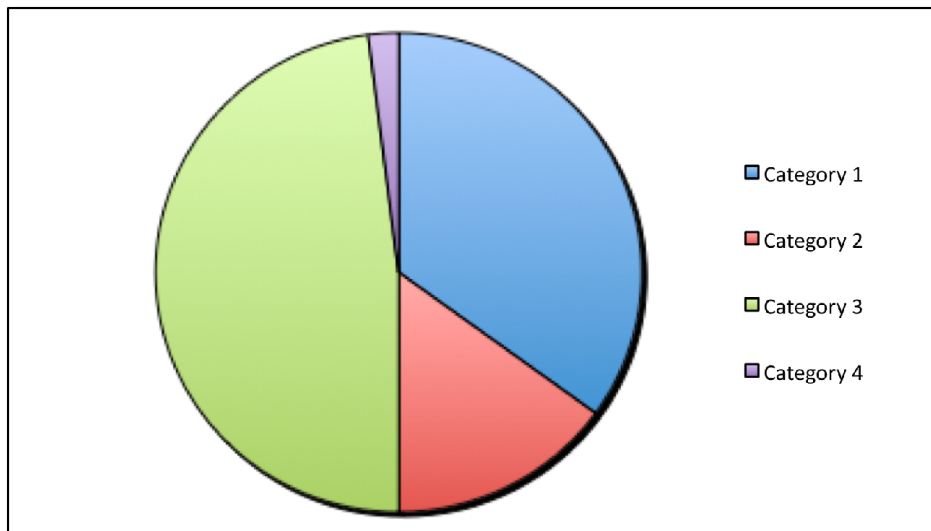


Figure 1. An Example of a Figure With the Title (in Title Case) Below it

Third-level heading, in-line, bold and indented. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. Nulla consequat congue imperdiet. Duis porta arcu id lacus iaculis hendrerit. Nullam porta finibus turpis, a pharetra nulla cursus ac. Morbi ultricies nibh at vestibulum viverra.

Results and Discussion

This paragraph refers to the quotations below. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat.

Quotations of 40 words and over should be block-indented 1.27 cm (0.5 inches) from the left margin, 1.5 spaced. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. (Author, year, page number)

This paragraph introduces the table. The findings can be seen in Table 1. All tables included should be referred to in the text at least once. Tables and figures should not be split by a page break. Move the tables within the text to

keep them as close to the referring paragraph as possible without breaking across pages. Create tables using the Draw Table tool within your word-processing application (i.e., not by inserting tabs).

Table 1. An Example of a Table With Title Above in Title Case

Heading 1	First Item	Second Item
Item 1	1	0
Item 2	0	1
Item 3	1	1
Item 4	0	1
Item 5	13	6
Item 6	3	1
Item 7	1	2
Total	19	12

Note. Example of a table note

Conclusion

Conclusions usually have a practical application to the field of self-access. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Ut eget vehicula erat. Cras fringilla leo tortor, vitae pretium ante tempus ac. Nulla consequat congue imperdiet. Duis porta arcu id lacus iaculis hendrerit. Nullam porta finibus turpis, a pharetra nulla cursus ac.

Notes on the Contributor

Ann Example is a learning advisor at National University, and her short bio (normally around 50 words) will go here.

References

Do not start on a new page. Use single line spacing and a hanging indent of 1.27 cm (0.5 inches). Hanging indents can be easily applied by using the Paragraph or Indent formatting menu in your word-processing application. Insert one space following all punctuation, including after an author's initials. Use an en-dash between page ranges, not a hyphen (i.e., 180–190, not 180-90). For all entries, include a DOI or URL when available. DOIs can easily be searched at <https://search.crossref.org>

For sources written in languages other than English, include the title in the original language, Romanized. Then insert the translated title in square brackets

[]: See the example entry for Kubota (2015) below. Japanese titles should be listed in modified Hepburn romanization (*Shūsei Hebon-shiki*).

Anthony, L. (2000). Implementing genre analysis in a foreign language classroom. *TESOL Matters*, 10(3),18.

Atkinson, D., & Connor, U. (2008). Multilingual writing development. In C. Bazerman (Ed.), *Handbook of research on writing* (pp. 515–532). Lawrence Erlbaum. <https://doi.org/10.4324/9781410616470>

Belcher, D. (2004). Trends in teaching English for specific purposes. *Annual Review of Applied Linguistics*, 24, 165–186.
<https://doi.org/10.1017/S026719050400008X>

Ellis, G., & Sinclair, B. (1989). *Learning to learn English: A course in learner training*. Cambridge University Press.

Fabela-Cárdenas, M. A. (2009). Teachers' attitudes on learning autonomy in the context of self-access language centres. *Lenguas en Aprendizaje Auto-Dirigido Revista Electrónica*, 3(1). <https://cad.cele.unam.mx/leaa>

Kubota, R. (2015). Ajia ni okeru nikkei kigyô chûzai in no gengo sentaku: Eigo shijôshugi e no gimon [Language choices of Japanese corporate transnational workers in Asia: Questioning the ideological dominance of English]. *Kotoba to Shakai* [Language and Society], 17, 81–106.

Sitzmann, T., Ely, K., Brown, K. G., & Bauer, K. N. (2010). Self-assessment of knowledge: A cognitive learning or affective measure? *Academy of Management Learning & Education*, 9, 169–191.
<https://doi.org/10.5465/AMLE.2010.51428542>

Appendices

Appendix A

(Label and Title should be in italics and centred. If there is only one appendix, then simply label it *Appendix*. Each appendix should begin on a new page.)

Descriptive Title of Appendix (plain text, Title Case, centered)