

GUIDELINES FOR CONTRIBUTORS

NZSAL is a refereed journal that is published twice a year. It welcomes manuscripts from those actively involved in Applied Linguistics/Applied Language Studies including second and foreign language educators, researchers, teacher educators, language planners, policy makers and other language practitioners. The journal is a forum for reporting and critical discussion of language research and practice across a wide range of languages and international contexts, but particularly favours articles which have some New Zealand connection. A broad range of research types is represented (qualitative and quantitative, established and innovative), including cross-disciplinary approaches.

1. Submission of Manuscripts (All Types)

1.1 Manuscripts should be double-spaced in A4 format. Pages should be numbered consecutively. Submission of a manuscript implies that it has not been published previously and that it is not under consideration for publication elsewhere.

1.2 A separate title page should include the following:

- the title of the submission
- author's name, and in the case of more than one author, an indication of which author will receive the correspondence
- affiliations of all authors
- full postal address and telephone, e-mail and fax numbers of all authors
- a brief autobiographical sketch of the authors(s) (50-80 words)
- any references to the author removed for the review process

1.3 Copies should be submitted as a Word attachment to one of the co-editors, Dr Gillian Skyrme or Dr Anne Feryok:

g.r.skyrme@massey.ac.nz
anne.feryok@otago.ac.nz

1.4 All relevant submissions will be reviewed by members of the Editorial Board or other referees.

2. Presentation of Manuscripts (All Types)

2.1 Sections should be headed but not numbered.

2.2 All figures and tables should be provided in camera-ready form, suitable for reproduction (which may include reduction) and should require no change. Figures (e.g. charts and diagrams) and tables should be numbered consecutively in the order to which they are referred. They should not be included within the text, but submitted each on a separate page. All figures and tables should have a number and a caption. Use APA (American Psychological Association) conventions.

2.3 Do not use footnotes. Endnotes should be avoided, but if essential, they should be numbered in the text by means of a superscript and grouped together at the end of the article before list of references under the heading Notes.

2.4 References within the text should contain the name of the author, the year of publication, and, if necessary, the relevant page number(s), as in these examples:

It is stated by McCloud and Henry (1993, p. 238) that “students never ...”

This, however, has not been the case (Baker & Thomas, 2001; Frank, 1996; Smithers, 1985).

Where the work of the authors of the article is cited, to avoid identification during the review process the reference within the text should be ‘(Author, [date])’, but there should be no entry in the list of references. Provide these references on the title page.

2.5 The list of references at the end of the article should be arranged alphabetically by authors’ names. References should be given in the following form:

References

Books

Lillis, T. M. (2001). *Student writing: Access, regulation, desire*. London: Routledge.

Wenger, E. (1998). *Communities of practice: Learning, meaning and identity*. Cambridge: Cambridge University Press.

Article in book

Clark, R. (1992). Principles and practice of CLA in the classroom. In N. Fairclough (Ed.), *Critical language awareness* (pp. 117-140). Harlow: Longman.

Journal articles

Lea, M. R., & Street, B. V. (1998). Student writing in higher education: An academic literacies approach. *Studies in Higher Education*, 23(2), 157-172.

Turner, J. (2004). Language as academic purpose. *Journal of English for Academic Purposes*, 3(2), 95-109.

Unpublished manuscript

Park-Oh, Y.Y. (1994). *Self-regulated strategy training in second language reading*. Unpublished doctoral dissertation, University of Alabama, USA.

Stein, F. & G.R. Johnson. (2001). *Language policy at work*. Unpublished manuscript.

Conference presentation

King, J., & M. Maclagan. 2001, August. *Maori pronunciation over time*. Paper presented at the 14th Annual New Zealand Linguistics Society Conference, Christchurch, New Zealand

Internet sources

Sanders, R. (2006). The imponderable bloom: Reconsidering the role of technology in education. *Innovate Journal of Online Education*, 2(6). Retrieved from <http://www.innovateonline.info/index.php?view=article&id=232>

For other sources use APA (American Psychological Association) conventions.

3. Articles

3.1 Articles should normally be between 3000 and 6000 words in length, inclusive of references, figures and tables, and appendices. Articles over 6000 words will be returned without review unless prior arrangements have been made with the co-editors.

3.2 Each article should include, on a separate page, an abstract of between 150 and 200 words, which is capable of standing alone as a

descriptor of the article. Include the title on the abstract page. Include three to five key words on a separate line at the end of the abstract.

4. Short reports and summaries

NZSAL invites short reports on any aspect of theory and practice in Applied Linguistics. Manuscripts could also present preliminary research findings or focus on some aspect of a larger study. Short reports should be no longer than 2500 words, inclusive of references, figures and tables, and appendices. Short reports do not include an abstract or key words. Submissions to this section follow the submission and presentation guidelines. Those interested in contributing to this section should contact the Co-editors.

4. Reviews

NZSAL welcomes reviews of professional books, classroom texts, and other instructional materials. Reviews should provide a descriptive and evaluative summary and a brief discussion of the work in the context of current theory and practice. Submissions should generally be no longer than 1000 words. Submissions to this section follow the submission and presentation guidelines. Those interested in contributing reviews should contact the Reviews Editor, Dr Rosemary Wette, r.wette@auckland.ac.nz.