JALT Proofreading Guide

1. General style

    -   **Spelling**: UK (e.g. colour) / US (e.g. color) *[please use one variation consistently]*
    -   **Endings**: ise (theorise) / ize (theorize) *[please use one variation consistently]*
    -   **Serial commas**: Yes (this, that, and the other)
    -   **Quotation marks**: double with single within ("the 'new' regime")
    -   **Punctuation**: outside quotation marks ('it is a fresh start'.)
    -   **Acronyms**: unpointed (USA)
    -   **Dashes**: spaced en dash (The essay – first published in 1960 – addresses this question.)
    -   **Numbers**: spelled out to ten, Arabic thereafter (one to ten, 11–), maximum number spans (135–136)
    -   **Dates**: 7 June 1918
    -   **First letter after colons**: capitalised
    -   **Long quotes (more than 40 words)**
        -   New paragraph
        -   Indentation
        -   Do not italicise
        -   And do not use inverted commas.
    -   **Bulleted and numbered lists:**
        -   Each line begins with a capital letter
        -   And ends with a semi-colon
    -   **Figures and tables**: There **should be** an in-text reference for every figure and table, e.g. 'see Figure 7.9'?
    -   **Referencing style:** APA7

2. Title

- **Font size 16 & bold Times New Roman (TNR)**
- lowercase after the first word's capitalisation and initial cap after colon (e.g. Empathy and attitude of university students toward students with disabilities: A comparison...)

3. Author's Names

- Author's First Name, Second Name, Last Name: **Bold**, Font size 14
- Designation, Affiliation: Font size 11, *Italicised*

Example:
David Santandreu Calonge *Professor, University of ABC, Abu Dhabi, United Arab Emirates*
Ofem Usani Joseph *Department of Educational Foundations, University of Calabar, Nigeria*
Iyam Mary Arikpo *Department of Vocational Education, University of Calabar, Nigeria*

4. Correspondence
   - Please provide **one** corresponding author's email address.

5. ORCID Number
   - Please provide **all** authors' ORCID numbers in the following format.
   - EG: https://orcid.org/0000-0002-0715-5502

6. Keywords
   - Arranged in alphabetical sequence, first word in initial capital, subsequent words in lowercase, separated with a semi-colon, and finish the last word with a full stop.
   - Capitalise all the proper nouns
   - **Font Size**: 12

     Example:
     AI;
     Artificial intelligence;
     awareness;
     multigroup analysis;
     perception;
     structural equation modelling;
     utilisation.

7. Headers

I. First level header: Times New Roman (TNR), Font 14, **Bold**
II. Second level header: Times New Roman (TNR), Font 12, **Bold**
III. Third level header: Times New Roman (TNR), Font 12, **Bold,** *Italicised*
IV. Fourth level header: Times New Roman (TNR), Font 12, **Bold,** *Italicised,* full stop.

- Headers should also be in lowercase except for the initial letter/word and proper nouns (that serve as the name for a specific place, person, or thing).
  Example:
  - Introduction
  - Literature review
  - Results and findings

**Please note that we try not to have numbering at the headers. (E.g. 1. Introduction)

8. Tables (**Table description comes before actual table**)
   - Table Number. Title. Sources (optional).

   Examples:
   - Table 1. Exploratory factor analysis and internal structure of the scale to show dimensional evidence.
   - Table 2. Exploratory factor analysis and internal structure of the scale to show dimensional evidence. SPSS.

9. Figures (**Figure description comes after figure**)
   - Figure Number. Title. Sources (optional).

   Example:
   - Figure 2. Structural Equation model connecting awareness, perception, and utilisation of AI in research.

10. Article (MS Word) Formatting
    - Full Text to be **Justified**
    - No need for indentation for the first line of each paragraph
    - Times New Roman, Font size 12 for content
    - Line spacing: 1.5

11. Citations (APA 7)
   - One author: (Zhao, 2022).
   - Two authors: (Xames & Shefa, 2023).
   - Three authors and more: (Limna et al., 2023).

   In-text citation e.g., Rowan and Louis (2012); Thomas et al. (2014)
   In-text citation e.g., Rowan (2012, p. 765) …… or (p. 765) page put at the end of the quote.

   **Please note that there is a spacing after p. no.

12. References (APA 7)
   - **Alphabetical sequence**
   - **Multiple works by the same author in the references list are listed chronologically**
   - **Author initials**
      - **pointed (M.F.K. Fisher)**
      - **spaced (M. F. K. Fisher)**

Website
   - Author Last Name, Initials. (Year, Mth Day). *Title*. Link.

Slat, B. (2019, April 10). Whales likely impacted by the Great Pacific garbage patch. *The Ocean Cleanup.*
https://www.theoceancleanup.com/updates/whales-likely-impacted-by-great-pacific-garbage-patch/

Newspaper

   - Author Last Name, Initials. (Year, Mth Day). Title. *Newspaper Name.* Link.

Popkin, G. (2020, August 12). Global warming could unlock carbon from tropical soil. *The New York Times.*
https://www.nytimes.com/2020/08/12/climate/tropical-soils-climate-change.html

Online Journal

   - Author Last Name, Initials. (Year). Title. *Journal Name, Volume number,* (Issue number), page numbers/article number. DOI or Hyperlink.

Saura, J. R., Ribeiro-Soriano, D., & Palacios-Marqués, D. (2022). Assessing behavioral data science privacy issues in government artificial intelligence deployment. *Government Information Quarterly, 39*(4), 101679. https://doi.org/10.1016/j.giq.2022. 101679

Xames, M. D., & Shefa, J. (2023). ChatGPT for research and publication: Opportunities and challenges. *Journal of Applied Learning and Teaching, 6*(1), 390-395. https://doi. org/10.37074/jalt.2023.6.1.20

Rasul, T., Nair, S., Kalendra, D., Robin, M., Santini, F. O., Ladeira, W. J., Sun, M. W.., Day, I., Rather, A. R., & Heathcote, L. (2023). The role of ChatGPT in higher education: Benefits, challenges, and future research directions. *Journal of Applied Learning & Teaching, 6*(1), 41-56. https://doi.org/10.37074/jalt.2023.6.1.29

Book

- Author last name, Initials. (Year). *Book title: Subtitle* (Edition). Publisher. DOI or URL.

Smith, T. (2020). *The citation manual for students: A quick guide* (2nd ed.). Wiley.

Book Chapter

- Author last name, Initials. (Year). Title of chapter. In Editor initials. Last name (Ed. or Eds.), *Book title: Subtitle* (pp. Page range). Publisher.

Nussbaum, M. C. (2020). Legal reasoning. In Tasioulas, J. (Ed.), *The Cambridge companion to the philosophy of law* (pp. 59–77). Cambridge University Press.

Conference Paper

- Author last name, Initials. (Year). Title of Paper. In *name of Conference* (pp. Page range). DOI

Yang, S., & Evans, C. (2019, November). Opportunities and challenges in using AI chatbots in higher education. In *Proceedings of the 2019 3rd international conference on education and e-learning* (pp. 79-83). https://doi.org/10.1145/3371647.3371659

Or

Talaue, F. G. (2023). Dissonance in generative AI use among student writers: How should curriculum managers respond? In *The 5th International Conference of Biospheric Harmony Advanced Research (ICOBAR 2023)* (Vol. 426, p. 01058). EDP Sciences. http://dx.doi.org/10.1051/e3sconf/202342601058