**GUIDELINES FOR CONTRIBUTORS**

*NZSAL* is a national refereed journal that is published once or 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 submisisons are expected to have a connection to New Zealand. 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 Articles should be double-spaced in A4 format with generous margins at head, foot and both sides. Pages should be numbered consecutively. Avoid using templates and styles that will affect editorial changes and print formatting. Submission of a manuscript of any type 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 removed for the review process

1.3 Copies should be submitted as a Word attachment to the Editor, Dr Anne Feryok.

 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 includes reduction) and should require no changes, but should be in a format suited to editorial changes and print formatting. Because all material is reduced, use no smaller than size 12 font. 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, above for tables and below for figures. Use APA (American Psychological Association) style 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 Use APA style for in-text citations. Please note, this requires double quotation marks. 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 Use APA style for references. 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 (including hanging indents and no lines between entries):

**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.

If articles are not submitted in APA style, they will be returned during the review process for authors to revise.

**3. Articles**

3.1 Articles should normally be between 3000 and 5000 words in length, exclusive of references, figures and tables, and appendices; please be reasonable. Articles over 6000 words will be returned without review unless prior arrangements have been made with the editor.

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, exclusive of references, figures and tables, and appendices; please be reasonable. 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 Editor.

**5. 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

**6. Publication ethics**

NZSAL follows standard practices for ethics in publication. The core areas are:

1. Publication and authorship. Submisison implies all relevant sources that influenced the article have been appropriately used, cited, and listed as references; no inappropriate use of sources or plagiarism has occurred; the article is orginal; the article is not under review or published in another journal; the article is not substantially similar to an article under review or published in another journal; all authors have made signifcant contributions to the article and all those who have made significant contributions to the article are listed as authors.

2. Research and ethics. Submisison implies all data reported in the article are real and authentic; no fradulent data is used; all data is correctly reported; research involving human subjects has received ethical approval from relevant institutional authorities and informed consent from participants.

3. Editorship and peer review. The editor has the authority to make the final decision in considering articles for publication; decisions to accept articles deemed to be within the aims and scope of the journal will be based on review; confidentiality of reviewers and authors will be respected; reviewing will be double-blind; if substantial errors are detected a correction or retraction will be printed; the editor and editorial board will monitor ethics. Agreeing to review implies reviewers are qualified to review; will be fair and impartial; will not use abusive langauge; do not have conflicts of interest or they will recuse themselves.

**7. Other matters**

Contact the Editor, Dr Anne Feryok.

 anne.feryok@otago.ac.nz