BATJ Journal Guidelines for Preparing English Manuscripts : Basic style and tips

[Full Articles (Research Articles / Survey or Practical Articles), Short Papers (Research Notes / Survey or Practical Notes), Abstracts of Masters Dissertations, and Annual Conference Presentation Reports]

- **Authors should use the given sample paper as a template (File Name: Sample Document EN)**, as it provides a general format for all articles referred to above. The sample document can be downloaded from the BATJ website.
- Below is a guideline based largely on the APA (American Psychological Association) Publication Manual 5th Edition.
- For more help, please contact our Journal Coordinator.

1. Paper format

- Manuscripts must be submitted in Microsoft Word or Word-compatible software.
- A4 paper (210mm × 297mm), with margins (top: 30mm; bottom: 25mm; left: 25mm; right: 20mm).
- Page setup to 106 characters per line and 47 lines per page.
- Preferred typefaces:
  - Times New Roman. (Use MS *Mincho* for Japanese where necessary.)
  - Title: 12pt, bold type and centred.
  - Body: 10pt and justified.
  - End notes: 9pt.
  - Reference: 9.5pt.
- All lines after the first line of each entry in the reference list should be indented by two characters (hanging indentation) from the left margin.

2. Order of the paper

① Title page

- The initial letters of all words in the title should be capitalized except prepositions, conjunctions, and articles of fewer than four words.
- Capitalize only the initial letter of the first word in the subtitle.

② Text (body)

- The first line of each heading must not be indented.
- The first line in each paragraph should be indented by two characters. To set this indentation, in the paragraph dialog box click the arrow under 'Special' and choose 'First line', and insert '2ch' in the 'By' spin box.

③ Endnotes

- **DO NOT USE** the footnote and endnote features of Word.
- Group the notes as endnotes rather than footnotes.
- In the body text, place a superscript numeral $^{(1, 2, 3, \cdots)}$ immediately after the text, and number the notes consecutively in the order they appear in the paper. Each endnote

number must correspond to the same number in the body of the paper. Group all endnotes at the end of the paper.

- Endnotes should not be included in the word count.

④ Reference list

⑤ Additional recourses

3. Headings and subheadings

HEADING 1	1.	2.	3.
HEADING 2	1.1	1.2	1.3
HEADING 3	1.1.1	1.1.2	1.1.3

- Heading typeface: bold 10pt without indentation.
- Make two spaces between heading numbers and headings. For example, **1. Introduction** (heading number[period][two spaces]heading)

4. Orthography and punctuation guidelines

- **Avoid using underlining for emphasis in the text.** Use bold type or italics.
- Only one space after a colon, comma, semicolon, question mark or period. Use one space after any sentence-ending punctuation.
- *Romaji* spelling: Use either *Kunrei* style or Hepburn Style. Use one style throughout the paper.
- Presenting numbers:
  - Spell out common fractions and common expressions (e.g. one-half, Fourth of July, twentieth century).
  - Spell out large numbers beginning sentences (e.g. Thirty-four students were used).
  - Spell out numbers under 10 (e.g. one-tailed t test, eight items, nine pages, three-way interaction, five trials).
  - Use numerals for numbers 10 and above, for exact statistical references, scores, sample sizes, and sums (e.g. 35% of the sample).
  - The initial letter of a noun should be capitalized before numeral (e.g. Figure 3, Block 4).
  - To make plurals out of numbers, add *s* only, with no apostrophe (e.g. the 1960s).
  - Treat ordinal numbers like cardinal numbers (e.g. the first item of the 15th trial).
  - Use combinations of written and Arabic numerals for back-to-back numbers (e.g. five 10-point scales)
- Treatment of the Japanese language: Present Japanese, Romaji spelling in italics, and then English translation in a bracket.

  e.g.) ともだち *tomodachi* (a friend)

5. In-text citations

- Use quotation marks (“ ”) for directly citing 40 words or less. Write the author, year of publication, and the page number for the reference. For example: （Erickson 2000 : 24-67)
- When there is more than one author, each author is separated by a comma except for the last two which are separated by an ‘and’ if outside brackets or an ‘&’ if inside brackets. For example :

  …text text text text （Yamada & Keller 2007: 301-302）. Text text text….

…text text text Yamada and Keller (2007) text text text….

- Omit quotation marks if the quotation is over 40 words. Start the quotation on a new line, indented the quotation by three characters from both margins. To set this indentation, in the paragraph dialog box click the arrow next to 'Left' and 'Right' spin boxes under 'Indentation' and insert '3ch'.
- For quotations exceeding a paragraph, please contact the Journal coordinator.

6. Tables, figures and photographs

- Label each table beginning with the table number. Place the title (10pt) above the table/figure aligned to the left as follows: Table[one space](table number):[two spaces]Title e.g.) Table 1: Average number of students ③ The use of textbox is strongly recommended.
- Do not use colours.

7. Reference format

- Indent the second line and thereafter of each reference (a hanging indentation) by 2 characters; do not indent the first line. To set this indentation, in the paragraph dialog box click the arrow under 'Special' and choose 'Hanging', and insert '2ch' in the 'By' spin box.
- Capitalise all content words of a book title. (See below)
- Capitalise only the first word of an article title, the first word of a subtitle, and proper names in an article title. (See below)

① Books

Author, A. A. (Year of publication) *Title of Book: Capital letter for subtitle.* Location: Publisher.

e.g)

Lynch, B.K. (1997) *Language Program Evaluation: Theory and practice.* Cambridge: Cambridge University Press.

② Chapter in an Edited Book

Author, A. A. (Year of publication) Title of chapter. In A. Editor & B. Editor (Eds.), *Title of Book* pages of chapter. Location: Publisher.

e.g.)

Tarone, E. (1987) The phonology of interlanguage. In G. Ioup & S.H. Weinberger (Eds.), *Interlanguage Phonology: The acquisition of a second language sound* system, 70-85. Cambridge: Newbury House.

③ Journal articles

Author, A. A., Author, B. B., & Author, C. C. (Year of publication) Title of article. *Title of Periodical*, volume number (issue number), pages.

e.g.)

Kubozono, H. (1989) The mora and syllable structure in Japanese: Evidence from speech errors. *Language and Speech*, 32 (3), 249-278.

④ Online Journal articles

Author, A. A. (Date of publication) Title of article. *Title of Online Journal*, volume number (issue number). Retrieved month day, year, from http://www.XXXXXX.com/full/url/

e.g.)

Craciunescu, O. (2004) Machine translation and computer-assisted translation: A new way of translating? *Translation Journal* 8. Retrieved September 20, 2006, from http://accurapid.com/journal/29computers.htm

⑤ Web resources other than academic articles

Author, A. A. (Date of publication) Title of article. Title of online resource (chapter or section reference). Retrieved month day, year, from http://www.XXXXXX.com/full/url/

e.g.)

Tourism New Zealand (1999-2006) "Walks/Trails" page. Retrieved August 20, 2006, from http://www.newzealand.com/travel/ja

⑥ Translated books: in-text citations, write as "Murakami (1987/1989)"

e.g.)

Murakami, H. (1989) *Norwegian Wood.* (A. Birnbaum, Trans.). Tokyo: Kodansha International. (Original work published 1987)

⑦ Books in Japanese

Author, A. A. (Year of publication) *Title of Book: Capital letter for subtitle.* [English translation] Location: Publisher.

e.g.)

Ogawa, Y., Hayashi, D., et al. (Eds.) (1982). *Nihongo Kyōiku Jiten* [An encyclopaedia of Japanese language education]. Tokyo: Taishukan Shoten.

⑧ Articles in Japanese

Author, A. A., Author, B. B., & Author, C. C. (Year of publication) Title of article. [English translation] *Title of Periodical*, volume number (issue number), pages

e.g.)

Tamamura, F. (1991) Nihongo ni okeru gairai yōso to gairaigo [Foreign elements and loan words in Japanese]. *Journal of Japanese Language Teaching*, 74, 13-27.

8. Other information

- Contact our Journal Coordinator in advance, if the paper includes special fonts, a large amount of tables or figures or photos.
- Abstracts should be submitted when the article is selected for publication.

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