FORMAT AND STYLE GUIDE

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The *Manuscript template* includes the following format and style requirements.

FORMAT

- **Formatting.** Minimum formatting should be used. Indentation, underlining and tabulation should be avoided unless absolutely necessary.
- **Length.** Manuscripts must be between 6,000 and 10,000 words, including abstract, references, and footnotes.
- **Page layout.** All margins in the document should be of 2.54 cm.
- **Font and spacing.** The main text of the proposal should be written in 12-point Garamond. Quotations will be in 11-point Garamond when they appear in an independent paragraph. Footnotes, superscript numbers, and tables will appear in 10-point Garamond.
- **Paragraphs.** They should be fully justified. Paragraphs in the main text should not be separated by a blank line. The first line of each paragraph will be indented 1 cm. from the left-hand margin. Words will not be divided at the end of a line either.
- **Headings.** Level 1 headings should be typed in SMALL CAPITALS and separated with two blank spaces from the previous text and with one blank space from the following text. They must be preceded by Arabic numerals separated by a full stop and a blank space (e.g., 1. INTRODUCTION). Level 2 headings should be typed in italics and separated with one space from both the previous and the following text. They must be numbered as in the example (e.g., *1.1., 1.2.,* etc.).
  Headings of inferior levels of subsections should be avoided as much as possible. If they are included, they should also be numbered with Arabic numerals and they will be typed in normal characters (e.g., 1.1.1., 1.1.2., etc.).
- **Title.** The title of the proposal should be centred and written in 12-point Garamond bold. Capitals should be used for both title and subtitle. A Spanish translation of the title of the proposal should also be included. For those contributors who do not handle Spanish, a translation will be provided by the Editorial team.
- **Abstract and keywords.** Each title should be followed by a brief abstract (100-150 words each): the first one should be written in English, while the second one should be written in Spanish. For those contributors who do not handle Spanish, a translation will be provided by the Editorial team. Abstracts should have no footnotes. The word ABSTRACT/RESUMEN (in normal characters and capital letters), followed by a full-stop and a single space, will precede the text of the abstract.
  Abstracts will be followed by a list of six keywords, written in normal characters in the corresponding language, English or Spanish, so that contributions can be accurately classified by international reference indexes. The word Keywords/Palabras clave (in italics), followed by a colon and a single space, will precede the keywords.
- **Tables and figures.** Tables and figures must be numbered consecutively, each using its own sequence of Arabic numerals (for example, Table 1, Table 2; Figure 1, Figure 2). They must be cited in the text by their number (for example, “as displayed in Table 1” or “see Figure 1”). Every table or figure must include a title and a caption that provides any necessary explanatory information. Tables and figures should appear in the manuscript as close as possible to their first mention in the text. Figures, including photographic images or artwork, must be submitted in JPG or TIFF format at a minimum resolution of 300dpi at final size.
- **Footnotes.** Footnotes should be inserted using the automated footnote tools in their word processor.
- **Manuscript anonymization.** All identifying information from the text, supplementary files, and file metadata should be removed. Submissions that are not fully anonymized may be returned for correction before the review process begins.

STYLE GUIDE

This guide covers a selection of key APA Style norms. For situations or formats not included here, authors should consult the APA Publication Manual.

- **Quotations**

  a. Short quotations (fewer than 40 words)

  Use double quotation marks. Use single quotation marks only for a quotation within a quotation. Include author, year, and page number (p. or pp.). Place punctuation marks after the parenthetical citation. For example: “language policy is never neutral” (Ricento, 2015, pp. 14–15). Note that the page range is separated by an en dash “–”, not by a hyphen “-”.

  When there are no page numbers, use an alternative locator such as paragraph number or section heading. For example: “policies often reflect ideological tensions” (Author, year, para. 4).

  b. Block quotations (40 words or more)

  Do not use quotation marks. Place in a separate paragraph. Indent 1.5 cm from the left margin. 11-point Garamond. Leave one blank line before and after the block. Provide author, year, and page number either narratively or in a parenthetical citation placed after the final punctuation.

  In parenthetical citation

  Scholars have examined how multilingual speakers negotiate identity across shifting social contexts:

  Language choice often becomes a symbolic act that signals belonging, distance, or resistance. Speakers move between linguistic varieties in ways that reflect not only communicative needs but also emotional, historical, and political attachments. Such shifts index identities that evolve across contexts and reveal how power, ideology, and affiliation shape interaction. (Martínez & O’Neill, 2021, p. 74)

  In narrative citation

  Thompson et al. (2020) described how community members reframed the research process during a participatory project:

  Participants consistently challenged conventional assumptions about who holds expertise. They argued that knowledge emerges through collaboration, shared decision-making, and accountability to the community’s lived realities. As a result, the research design evolved to prioritize relational trust and ongoing dialogue rather than rigid methodological prescriptions. (p. 218)

  When quoting works that use traditional numbered divisions, such as religious, classical, or other texts organized by books, chapters, verses, lines, or cantos, cite these divisions instead of page numbers. For example: The speaker vowed to “set me as a seal upon thine heart” (King James Bible, 1769/2017, Song of Solomon 8:6).

  Plays should be cited by act, scene, and line numbers. In the example below, “1.3.36–37” indicates Act 1, Scene 3, Lines 36–37: In *Much Ado About Nothing*, Don John stated, “In the meantime / let me be that I am and seek not to alter me” (Shakespeare, 1623/1995, 1.3.36–37).

  When quoting an audiovisual source such as an audiobook, online video, talk, or television episode, indicate where the quoted segment begins by supplying a time stamp instead of a page number. For instance, a quotation occurring at minute 15:30 would be cited as (Bragg, 2024, 15:30).

  Omissions must be indicated with an ellipsis formed by three spaced periods, with a space before and after the ellipsis. For example: “In the author’s opinion, Karachi’s framed story of the circumstances . . . constitutes the kernel of Saroyan’s story”.

  When the omission includes the end of a sentence, use four periods, where the first period marks the sentence ending and the following three form the ellipsis. For example: “The Aktionsart type of Fail verbs and Try verbs is the Accomplishment, which can be defined as a dynamic, telic, and durative event.… In the logical structure of Fail verbs and Try verbs, the argument x performs the thematic role Experiencer and receives the macrorole Undergoer”.

- **Apostrophes**

  Apostrophes (’), not accents (´), should be used for abbreviations and the Saxon genitive.

- **Italics**

  Words in a language other than English should be italicized; italics should also be used in order to emphasize some key words. If the word that has to be emphasized is located in a paragraph which is already in italics, the key word will appear in normal characters.

- **Reporting statistics**

  When reporting statistical results, authors should use italic type for statistical symbols such as M, SD, t, F, r, and p, while Greek letters and measurement units remain in standard font, for example, $\alpha = .05$, $\beta = .42$, $\chi^2(3) = 12.18$, cm, kg, ms.

  All numerical values for statistics should be written as numerals, including means ($M = 12.4$), standard deviations ($SD = 3.1$), proportions (0.32), and percentiles (the 5th percentile).

  Report exact p values whenever possible (e.g., $p = .023$), except when the value is smaller than .001, which should be written as $p < .001$.

  Inferential statistics are normally presented to two decimal places, for instance $F(2, 87) = 4.21$, while means and standard deviations based on integer scales may be rounded to one decimal place, such as $M = 4.3$.

  Include the key components of each inferential test, such as the test statistic, degrees of freedom, obtained value, and p value, along with effect sizes and confidence intervals when relevant, for example $t(38) = 2.41$, $p = .023$, 95% CI [0.32, 1.45], or $r = .32$, 95% CI [.10, .51]. Confidence intervals should also accompany means, for example $M = 30.5$, 99% CI [18.0, 43.0], and effect sizes such as $d = 0.25$ or $\eta^2 = .12$. Provide brief interpretations of effect sizes (e.g., small, medium, large) and relate them to findings in prior research whenever this aids interpretation.

- **Common reference and citation patterns**

*This section provides generic placeholder formats for full references and for both parenthetical and narrative in-text citations. Parenthetical citations place the author and year in parentheses, while narrative citations integrate the author into the sentence and give the year in parentheses. The Manuscript template available on JES submissions section provides fully f*ormatted examples.

A. BASIC RULES THAT APPLY TO ALL CATEGORIES

Indirect citations: primary and secondary sources

Primary sources contain original material, so they should be consulted and cited whenever possible. Secondary sources should be used only when the primary text cannot be accessed. If a secondary source must be cited, acknowledge the original author in the in-text citation followed by "as cited in". Include the primary source's year when available. For instance, if you read Original Author (year1), who cited Secondary Author (year2), and you were unable to obtain Original Author's article, the in-text citation would be:

Parenthetical citation: (Original Author, as cited in Secondary Author, year2, p. x). Narrative citation: Original Author (as cited in Secondary Author, year2, p. x) argues that…

List only the secondary source in the reference list.

Multiple sources in the same citation

List different authors in alphabetical order, separating entries with semicolons. Example: (Bergen, 1959; Johnson, 2003; Smith, 1976).

If the same author has multiple works in the same year, add letters (a, b, c) after the year to distinguish them in both the in-text citations and the reference list. Parenthetical: (Author, 2008a, 2008b). Narrative: Author (2008a, 2008b)

When citing several works by the same author, list them chronologically: *n.d.* first, then dated works in ascending order, and in press last. Example: Johnson (n.d., 2000a, 2000b, 2024, in press).

Work by one author

Author, A. A. (year). *Title of work: Capital letter also for subtitle.* Publisher. https://doi.org/xxxxx

Taylor, J. R. (1995). *Linguistic categorization: Prototypes in linguistic theory.* Clarendon.

Parenthetical citation: (Taylor, 1995). Narrative citation: Taylor (1995)

Work by two authors

Author, A. A., & Author, B. B. (year). *Title of work: Capital letter also for subtitle.* Publisher. https://doi.org/xxxxx

Negley, G., & Patrick, J. M. (1952). *The quest for Utopia: An anthology of imaginary societies.* Henry Schuman.

Parenthetical citation: (Negley & Patrick, 1952). Narrative citation: Negley and Patrick (year)

Note that "&" is used in the full reference and the parenthetical citation, while "and" is used in narrative citation.

Work by three to twenty authors

Author, A. A., Author, B. B., Author, C. C., & Author, D. D. (year). *Title of work: Capital letter also for subtitle.* Publisher. https://doi.org/xxxxx

Gass, S.M., Behney, J., & Plonsky, L. (2020). *Second language acquisition: An introductory course*. Routledge. https://doi.org/10.4324/9781315181752

Parenthetical citation: (Gass et al., 2020). Narrative citation: Gass et al. (2020)

Work by 21 or more authors

Author, A. A., Author, B. B., Author, C. C., Author, D. D., Author, E. E., Author, F. F., Author, G. G., Author, H. H., Author, I. I., Author, J. J., Author, K. K., Author, L. L., Author, M. M., Author, N. N., Author, O. O., Author, P. P., Author, Q. Q., Author, R. R., Author, S. S., . . . Author, Z. Z. (year). *Title of article: Capital letter also for subtitle. Journal Title, volume*(issue), xx–xx. https://doi.org/xxxxx

Patterson, J. D., Merseal, H. M., Johnson, D. R., Agnoli, S., Baas, M., Baker, B. S., Barbot, B., Benedek, M., Borhani, K., Chen, Q., Christensen, J. F., Corazza, G. E., Forthmann, B., Karwowski, M., Kazemian, N., Kreisberg-Nitzav, A., Kenett, Y. N., Link, A., Lubart, T., . . . Beaty, R. E. (2023). Multilingual semantic distance: Automatic verbal creativity assessment in many languages. *Psychology of Aesthetics, Creativity, and the Arts, 17*(4), 495–507. https://doi.org/10.1037/aca0000618

Parenthetical citation: (Patterson et al., 2023). Narrative citation: Patterson et al. (2023)

B. BOOKS

Book

Author, A. A. (year). *Title of book: Capital letter also for subtitle.* Publisher. https://doi.org/xxxxx

Taylor, J. R. (1995). *Linguistic categorization: Prototypes in linguistic theory.* Clarendon.

Parenthetical citation: (Taylor, 1995). Narrative citation: Taylor (1995)

Book with editor(s)

Editor, A. A. (Ed.). (year). *Title of book: Capital letter also for subtitle.* Publisher. https://doi.org/xxxxx

Use (Eds.) in books with more than one editor.

Wright, L., & Hickey, R. (Eds.). (2025). *The new Cambridge history of the English language: Context, contact and development*. Cambridge University Press. https://doi.org/10.1017/9781009205702

Parenthetical citation: (Wright & Hickey, 2025). Narrative citation: Wright and Hickey (2025)

Chapter or essay in edited work

Author, A. A. (year). Title of Chapter: Capital letter also for subtitle. In E. E. Editor & F. F. Editor (Eds.), *Title of book* (pp. xx–xx). Publisher. https://doi.org/xxxxx

Dance, R., & M. Pons-Sanz, S. (2025). Scandinavian Influence. In L. Wright & R. Hickey (Eds.), *The new Cambridge history of the English language: Context, contact and development* (pp. 219–246). Cambridge University Press.

Parenthetical citation: (Dance & Pons-Sanz, 2025)**.** Narrative citation: Dance and Pons-Sanz (2025)

Note that this category also covers entries in edited reference works, such as encyclopedia or handbook chapters that have an individual author and appear within an edited collection.

For example: Pennycook, A. (2008). Critical applied linguistics and language education. In: Hornberger, N.H. (eds) *Encyclopedia of language and education* (pp 169–181). Springer, Boston, MA. https://doi.org/10.1007/978-0-387-30424-3_13

Translated work

When citing a translated work, use the language of the version you consulted. If the original text was in another language but you read the translation, format the reference in the language of the translated source.

Author, A. A. (Year of publication). *Title of book: Capital letter also for subtitle* (B. B. Translator, Trans.). Publisher. (Original work published YEAR). DOI (if available)

Kristeva, J. (2000). *The sense and non-sense of revolt* (J. Herman, Trans.). Columbia University Press. (Original work published 1996)

Parenthetical citation: (Kristeva, 2000/1996). Narrative citation: Kristeva (2000/1996)

Republished work

Republished works are older texts that were unavailable and later issued again. When an anthology contains previously published works, those works count as republished. APA requires citing the edition you consulted and adding the original publication year at the end of the reference.

Author, A. A. (Edition year). *Title of poem or poetry collection* (E. E. Editor, Ed.). Publisher. (Original work published YEAR)

Whitman, W. (1969). *Leaves of grass: Selected poetry and prose* (C. M. Babcock, Ed.). Hallmark Editions. (Original work published 1855)

Parenthetical citation: (Whitman, 1969/1855). Narrative citation: Whitman (1969/1855)

C. ARTICLES

Journal article

Author, A. A. (year). Title of article: Capital letter also for subtitle. *Journal Title*, *volume*(issue), xx–xx. https://doi.org/xxxxx

Kharkhurin, A. V. (2010). Sociocultural differences in the relationship between bilingualism and creative potential. *Journal of Cross-Cultural Psychology, 41*(5), 776–783. https://doi.org/10.1177/0022022110361777

Parenthetical citation: (Kharkhurin, 2010)**.** Narrative citation: Kharkhurin (2010)

Note that the page range is separated by an en dash "–", not by a hyphen "-".

Article in online newspaper or magazine

Author, A. A. (year, Month day). Title of article: Capital letter also for subtitle. *Magazine Title, volume/issue/page or article number – if available.* https://doi.org/xxxxx

O'Kane, C. (2024, March 11). Hayek's road to serfdom at 80: What critics get wrong about the Austrian economist. *The Conversation.* https://doi.org/10.64628/AB.9nk7pffrs

Parenthetical citation: (O'Kane, 2024). Narrative citation: O'Kane (2024)

Many online periodicals, such as newspapers or blogs, may not include volume, issue, page numbers, or article numbers. If these elements are missing, simply leave them out of the reference.

Article in printed newspaper or magazine

Author, A. A. (year, Month day). Title of article: Capital letter also for subtitle. *Newspaper Title*, volume/issue/page or article number – if available.

Collier, B. L. (1969, August 18). Tired rock fans begin exodus. *The New York Times*, 1.

Parenthetical citation: (Collier, 1969). Narrative citation: Collier (1969)

D. POEMS AND PLAYS

Poems and plays are cited following the standard format for republished works.

Author, A. A. (Edition year). *Title of play /poem* (E. E. Editor, Ed.). Publisher. (Original work published YEAR)

Shakespeare, W. (1995). *Much ado about nothing* (B. A. Mowat & P. Werstine, Eds.). Washington Square Press. (Original work published 1623)

Parenthetical citation: (Shakespeare, 1623/1995). Narrative citation: Shakespeare (1623/1995)

E. OTHER PRINT SOURCES

Conference paper presentation

Author, A. A., & Author, B. B. (Year, Month days). *Title of contribution* [Paper presentation]. Conference Name, Location. URL

Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12–15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. https://asa.confex.com/asa/2017/webprogramarchives/Session9517.html

Parenthetical citation: (Fistek et al., 2017). Narrative citation: Fistek et al. (2017)

Published and unpublished doctoral thesis/dissertation

Author, A. A. (Year). *Title of thesis* [Doctoral dissertation/Doctoral thesis/Master's dissertation/Master's thesis, Institution]. Repository. URL

Author, A. A. (Year). *Title of dissertation* [Unpublished doctoral dissertation/doctoral thesis/master's dissertation/master's thesis]. Institution.

Arús, J. (2003). *Towards a Computational Specification of Transitivity in Spanish: A Contrastive Study with English.* [Doctoral thesis]. Universidad Complutense de Madrid. https://hdl.handle.net/20.500.14352/56280

Parenthetical citation: (Arús, 2003). Narrative citation: Arús (2003)

Entry in a dictionary, thesaurus, or encyclopedia

Group Author. (n.d.). Title of entry. In *Name of reference work*. Retrieved Month day, year, from URL

Merriam-Webster. (n.d.). Allegory. In *Merriam-Webster dictionary*. Retrieved March 6, 2026, from https://www.merriam-webster.com/dictionary/allegory

Parenthetical citation: (Merriam-Webster, n.d.). Narrative citation: Merriam-Webster (n.d.)

F. AUDIOVISUAL AND ONLINE MEDIA

Artwork

Artist, A. A. (Year). *Title of artwork* [Description of artwork]. Museum, Gallery, or Collection. URL

Van Gogh, V. (1889). *The Starry Night* [Oil on canvas]. Museum of Modern Art. https://www.moma.org/collection/works/79802

Parenthetical citation: (Van Gogh, 1889). Narrative citation: Van Gogh (1889)

Examples of artwork: *Painting*, *Sculpture*, *Etching*, *Oil on canvas*, *Digital illustration*, *Installation*, etc.

Photograph

Photographer, P. P. (Year). *Title of photograph* [Photograph]. Website or Museum/Collection. URL

Wolcott, M. P. (1939). *Removing Chinese hair mat from cake of cottonseed meal. This meal is fed to cattle. Clarksdale, Mississippi Delta* [Photograph]. New York Public Library Digital Collections. https://digitalcollections.nypl.org/items/4d1c2340-1981-013a-2ead-0242ac110004

Parenthetical citation: (Wolcott, 1939). Narrative citation: Wolcott (1939)

Film

Director, A. A. (Director). (year). *Film title* [Film]. Production Company. https://doi.org/xxxxx

Spielberg, S. (Director). (1993). *Schindler's list* [Film]. Universal Pictures.

Parenthetical citation: (Spielberg, 1993). Narrative citation: Spielberg (1993)

Television series

Executive Producer, A. A. (Executive Producer). (Date range of release). *Title of the series* [TV series]. Production Company.

Kauffman, M. (Executive Producer). (1994–2004). *Friends* [TV series]. Warner Bros. Television.

Parenthetical citation: (Kauffman, 1994–2004). Narrative citation: Kauffman (1994–2004)

Television series episode

Writer, A. A. (Writer), & Director, B. B. (Director). (Original air date). *Title of the episode* [TV series episode]. In Producer, C. C. (Executive Producer), *Title of the series*. Production Company.

Miller, B. (Writer), & Morano, R. (Director). (2017, April 26). *Offred* [TV series episode]. In B. Miller (Executive Producer), *The Handmaid's Tale*. Hulu; MGM Television.

Parenthetical citation: (Miller & Morano, 2017). Narrative citation: Miller and Morano (2017)

Online streaming video

Person or group who uploaded the video (Year, Month day of publication). *Title of video* [Video]. Platform Name. URL

Biography (2023, May 3). *Auschwitz untold: Irving Roth - Living as a child during the holocaust* [Video]. Youtube. https://www.youtube.com/watch?v=22MQu8xOA5I

Parenthetical citation: (Biography, 2023). Narrative citation: Biography (2023)

Podcast

Host, A. A. (Host or Executive producer). (range of publication: Year, Month day). *Title of podcast* [Audio or video podcast]. Publisher/Network. URL

Bragg, M. (Host). (1998–present). *In our time* [Audio podcast]. BBC. https://www.bbc.co.uk/programmes/articles/598SVYJ2smP8qJlpH29y7Vj/podcasts

Parenthetical citation: (Bragg, 2025). Narrative citation: Bragg (2024)

Podcast episode

Host of episode, A. A. (Host of episode). (Year). Title of podcast episode. [Audio or video podcast episode]. In *Title of podcast.* Production Company. URL

Bragg, M. (Host). (2025, February 23). Oliver Goldsmith [Audio podcast episode]. In In our time. BBC Radio 4. https://www.bbc.co.uk/programmes/m00282pq

Parenthetical citation: (Bragg, 2025)**.** Narrative citation: Bragg (2025)

Website

Author/Group. (year, Month day). *Title of page*. Site/Institution. URL

The Purdue OWL Family of Sites. (2024, February 2). *The writing lab and OWL at Purdue and Purdue U.* Purdue University. https://owl.english.purdue.edu/owl

Parenthetical citation: (The Purdue OWL Family of Sites, 2024). Narrative citation: The Purdue OWL Family of Sites (2024)

Software

Author, A. A. or Name of group (year). (year). *Title (Version)*. [Type of software]. Publisher Name or App Store. URL

Reference example: JASP Team. (2024). *JASP* (Version 0.18). [Computer software]. https://jasp-stats.org

Parenthetical citation: (JASP Team, 2024). Narrative citation: JASP Team (2024)