

CSL Formatting Guidelines: Supplement to the JB Guidelines

These guidelines are meant as a supplement to, and not a replacement for, the John Benjamins Publishing Submission Guidelines. (You may find this document at <https://benjamins.com/downloads/guidelines/jb-guidelines-manuscript-submission-apa.pdf>.) Please refer to *both* as you format your document. For additional formatting information, you may consult the *APA Style Manual*, 6th Edition, or use the free online information available from the Purdue Online Writing Lab, at <https://owl.english.purdue.edu/owl/section/2/10/>.

1. Titles and By-lines

Use 14 pt. Times New Roman bold type and left justification for your title, and sentence-style capitalization (only capitalize the first letter of the first word, any proper nouns, and acronyms). Your name should appear 3 line spaces below that, in 14 pt. regular type, with your institution's name directly below that in 12 pt. regular type.

Model:

A qualitative inquiry of character learning strategies by Chinese L2 beginners

Michaela Zahradníková
Palacky University in Olomouc

If the article has more than one author, use this format:

Wenxia Wang and Nai-Cheng Kuo
Florida State University / Augusta University

2. Abstract

Your English abstract should appear three line spaces under your institution's name. It does not require any heading. The Chinese language abstract should appear at the end of the article, three line spaces under your list of references (see item #10 below for more information). See the JB Guidelines, p.2, for more information on the formatting of abstracts.

3. Keywords

Keywords (see JB Guidelines, p.2) should appear two line spaces below each abstract. There is no heading for the keywords, but start the line with "**Keywords:**" in bold type.

4. Headings

All headings should be left-justified. All headings, including the title of the article, should use sentence-style capitalization: Only capitalize the first letter of the heading, and the first letters in any proper names. Please consult the JB Guidelines, "Chapters and headings" (p.2) for more information on the formatting of all section headings and subheadings.

5. Paragraphs

The first paragraph in each section of the text should not be indented. All subsequent paragraphs

in each section should have their first line indented 0.25 inches.

6. In-text Citations

Consult the JB Guidelines, p. 3, for the format of in-text citations. Further details can be found as needed at the Purdue Online Writing Lab (see web address listed above). APA style uses commas in between the name(s) and date in an in-text citation.

7. Notes on Punctuation

Quotations from authors should be in *double* quotation marks. Commas and periods go *inside* the quotation marks.

Translations of cited forms, e.g., of Chinese examples translated into English, should be in *single* quotation marks. Commas and periods go *inside* the quotation marks.

APA style uses the “Oxford comma.” That is, there should be a comma after the penultimate item in any list of three or more things, as in “Zhang, Wang, and Li” This rule applies to citations as well. When citing a work by 3 or more people, use the Oxford comma and an ampersand (“&,” rather than the word “and”).

8. Tables and Figures

See the JB Guidelines, p. 4, for the formatting rules. When referencing tables and figures in your text, always cite them by number (i.e., write “in Figure 6”; don’t just write “in this figure...”) If you include notes below a table or figure, begin them with “**Note:**” in bold type.

9. Reference List

The reference list appears below the text of your article, with “**References**” as the heading.

Keep in mind that all book and article titles (cited in text or in the reference list) should be given in *sentence* format, with only the first word capitalized. Book titles should be in italics, with sentence-style capitalization. Journal titles should also be in italics, but in headline-style format, with the first letter of each major word capitalized.

See the JB Guidelines, p. 3, for the format of entries in the reference list; further details can be found as needed at the Purdue Online Writing Lab (see web address listed above). As shown in the Guidelines, all entries should be single-spaced, with hanging indents. See Item #13 below for samples of different types of reference entries.

10. Chinese Language Abstract

Your Chinese language abstract should appear below your reference list, followed by the Chinese keywords. This abstract will have a heading (JB “Heading A”): you may use either 摘要 or 提要, in bold type.

11. Appendices

Any appendices should follow the Chinese abstract. As the JB Guidelines state (p. 4), “Please refer to the appendix in the main text.” JB editors frown upon appendices that are not mentioned in the text of your article. Use JB’s “Heading A” format for the word “**Appendix**.” If there are multiple appendices, use the headings “**Appendix A**,” “**Appendix B**,” and so on.

12. End of the Article

After the Chinese language abstract and any appendices, list your professional address(es) under the heading *Author's Address* (or *Authors' Addresses*) in 14 pt. italics. Two line spaces under that, list your email address(es) under each address.

13. Sample Reference List (see Item #9 above, "Reference List," before consulting these models.)

For types of references not modeled in this list, see examples on the Purdue Owl webpage, at <https://owl.english.purdue.edu/owl/resource/560/1/>.

Book:

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

Book in Chinese:

Qian, N. (Ed.) (2002). *Xiandai Hanyu gailun* 現代漢語概論 [*A Guide to Modern Chinese*]. Taipei: Shida Shufan chubanshe.

Chapter in a book:

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

Article in a periodical:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <http://dx.doi.org/xx.xxx/yyyy>

Article in a Chinese language periodical:

Jiang, X., & Zhao, G. (2001). Chuji jieduan waiguo xuesheng Hanzi xuexi celue de diaocha yanjiu 初級階段外國留學生漢字學習策略的調查研究 [A survey on the strategies for learning Chinese characters among CSL beginners]. *Language Teaching and Linguistic Studies* 語言教學與研究, 11(4), 10–17.

Article in an online periodical:

Author, A. A., & Author, B. B. (Date of publication). Title of article. *Title of Online Periodical*, volume number(issue number if available). Retrieved from <http://www.someaddress.com/full/url/>

Encyclopedia article:

Bergmann, P. G. (1993). Relativity. In *The New Encyclopedia Britannica*. (Vol. 26, pp. 501-508). Chicago, IL: Encyclopedia Britannica.

Doctoral dissertation in a database:

Author, A.A. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)

Unpublished doctoral dissertation:

Author, A.A. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

Conference proceedings:

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

Paper presented at a conference (for poster sessions, just replace “paper” with “poster session”):

Last name, F. N. (Year). *Title of paper*. Paper presented at the (meeting of the [Name of Scholarly Association]—you can use the official name of the conference), City, State.