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**JOURNAL OF APPLIED LEARNING AND TEACHING**

Submission Template

**Article Details**

**Article Title:**

**Keywords (At least 5 separated by a comma):**

**Author Details**

**Author 1**

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affiliated Institution/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biodata (100-200 words):**

**Author 2** (Delete if not applicable)

**First Name: \_\_\_\_\_\_\_\_\_\_\_\_ Middle Name: \_\_\_\_\_\_\_\_\_\_\_\_\_ Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Affiliated Institution/Organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biodata (100-200 words):**

**Author 3** (Delete if not applicable)

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**Biodata (100-200 words):**

Please provide a high resolution picture of each author to be included in the JALT website:

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If there are more than one author, please indicate corresponding author below.

**Corresponding Author:**

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**Article Content**

**Word count**: 3,000 – 8,000 words.

**Abstract**

Please limit your abstract to around 200 words.

**Keywords**

At least five, separated by a comma.

**Contents**

The following suggested structure is not cast in stone, but would normally be adhered to (with variations) for articles based on empirical research. JALT is also open to conceptual papers.

1. **Introduction.** Present purposes of the study and provide background for your work.
2. **Literature review & theoretical framework.**Present explicit international connections for relevant ideas and explain the theoretical underpinnings and key concepts of your paper, outlining linkages to relevant scholarly work in your field of research.
3. **Methodology**(conceptual papers would not have this section). Provide sufficient detail to allow the context of the work to be thoroughly understood and/or for the work to be reproduced. Provide sufficient detail for readers to understand how you engaged in your inquiry. Clear descriptions of your context and participants along with strategies used to collect and analyse data should be described. Ethical aspects also require discussion.
4. **Analysis and Discussion(conceptual papers would not have this section).** Results should be clear and concise.

**Data analysis:** data are presented according to the methodological framework adopted in the previous section and the author presents the results of the research based on the outlined methodology

**Discussion of data**: data are discussed critically in accordance with the theoretical framework adopted initially and relevant literature with the aim to show how the research advances the field.

1. **Conclusions and Recommendations*.*** This section should explore the significance of the results of the work, not repeat them. Combining your results and discussion into a single section may be suitable. Returning to relevant literature from the introduction should show how your work connects with or interrupts already published literature.

**Acknowledgments** (optional)

**Use of illustrations, figures and tables**

If pictures/diagrams are included as part of your article, please place them at the end of a paragraph before commencing with a new paragraph. Example:

End of paragraph.

**[PICTURE/DIAGRAM]**

**In-text citation**

Start of a new paragraph…

Tables and figures should be referred to and included in the text. Each table, figure and illustration should be numbered consecutively (in Arabic numbers) and titled. Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Headings and captions styles for tables and figures are available in this template.

**References**

In APA 6th Edition Referencing Style – see https://www.apastyle.org/.

Papers should be supported by references. In the text, references should be cited by the author’s name and year of publication in brackets – for example (Whitney & Rolfes, 2011). The reference list, placed at the end of the manuscript, must be typed in alphabetical order of referenced authors.

**Rules and Format:**

The reference list is arranged in **alphabetical order** of the authors’ surnames.

If there is more than one **work by the same author**, order them by publication date – oldest to newest.

If there is **no author** the title moves to that position and the entry is alphabetised by the first significant word, excluding words such as “A” or “The”. If the title is long, it may be shortened when citing in text.

*Italicise* the *title* of the book, the *title* of the journal/serial and the *title* of the web document.

Do not create separate lists for each type of information source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list.**

Below are some examples of the basic reference list format.

**Citing an article in a paper periodical**

Surname, A. A. (year). Article title. Title of Periodical, volume (issue), page numbers.

**Example** Grow, G. O. (1994). In defense of the staged self-directed learning model. Adult Education Quarterly, 44(2), 109-115.

**Citing a book**

Surname, A. A. (year). Title of book. Publisher location: Publisher Name.

**Example** Rogers, E. (1962). Diffusion of innovations. New York: Free Press.

**Citing online sources**

Surname, A. A., Surname, B. B., & Surname, C. C. (2000). Title of article. Title of periodical, volume number (issue number). DOI 10.1207/S15389286AJDE1604\_2

**Example** Anderson, T. (2003). Getting the mix right again: An updated and theoretical rationale for interaction. International Review of Research in Open and Distance Learning, 4(2). URL <http://www.irrodl.org/index.php/irrodl/article/view/149/230>

For more information on citing sources, visit [APA Style Help](http://www.apastyle.org/apa-style-help.aspx).

**Appendices (Optional)**

**For additional information on submission, please refer to:** <http://journals.sfu.ca/jalt/index.php/jalt/about/submissions>