

# TEMPLATE GUIDELINES

## *LEARN Journal: Language Education and Acquisition Research Network*

### Format Requirements

#### Section 1 Title and Author

#### Title of the paper (Berlin Sans FB 16)

#### Author<sup>a,\*</sup>, Author<sup>b</sup> (Berlin Sans FB, 12)

<sup>a</sup> Email, Department, School, University, Country (Berlin Sans FB 12)

<sup>b</sup> Email, Department, School, University, Country (Berlin Sans FB 12)

\* Corresponding author, Email (Berlin Sans FB 12)

#### Section 2 Abstract

- The title (i.e., Abstract) is centered, boldface in Calibri Light 12 pt.
- The text is in Calibri Light 11 pt.
- Start the first paragraph with no indentation.

#### Section 3 Content

- Do not use auto-generated tools from MS Word (e.g., Insert Endnote, Insert Footnote, Insert Citation) but type everything manually.
- Use Calibri Light 12 pt throughout the text.
- Level 1 title (e.g., Introduction, Literature Review, Methodology) is in blue, centered, boldface, title case heading.
- Start every paragraph with indentation (1 tab).
- Leave 1 line after the title and the first paragraph.
- Leave no line for the subsequent paragraphs in the same section.
  
- Level 2 title (i.e., 1.1, 2.1) is flushed left, in boldface, title case heading.
- Level 3 title (i.e., 1.1.1, 2.1.1) is flushed left, in boldface *italic*, title case heading.
- Not more than 3 levels of title are allowed.
  
- For direct quotation, indent 2 centimeters on both left and right sides. The font is Calibri Light, 10 pt.
  
- For both tables and figures:
  - The table or figure number is written in blue, boldface, Calibri Light 12.
  - Titles of the table/figure should be in italicized title case below the table/figure number, with a blank line between the number and the title.
  - Use Calibri Light 10 in the tables and, if possible, in the graphs or charts.
  - Leave 1 line between the tables/figures and the text.

- Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c)
- For tables, do not use vertical borders, and do not use borders around each cell.

#### **Section 4 About the Author(s)**

- The level 1 title is in blue, centered, boldface, title case heading.
- Start every paragraph with indentation.
- This section should not exceed 150 words.
- Author's name is in boldface followed by a colon. The information is described in a third person.

#### **Section 5 Endnotes (Optional)**

- Footnotes must be put in the Endnote section.
- The level 1 title is in blue, centered, boldface, title case heading.
- Indent the first line of each note.
- Superscript numbers correspond to the footnotes in the body of the paper.
- Add a space between the footnote number and the note.

#### **Section 6 References**

- The level 1 title is in blue, centered, boldface, title case heading.
- Follow the APA Style (7<sup>th</sup> edition).

#### **Section 7 Appendices (Optional)**

- The title labelled "Appendix" is followed by a title on the next line that describes the subject of the appendix.
- The level 1 title is centered, bolded, and in title case.
- If there are multiple appendices, each should be labelled with a capital letter and referenced in-text by its specific title (for example, "see Appendix B").