

# General Information for COPAL Contributors

*Concordia University Working Papers in Applied Linguistics (COPAL)* is a refereed journal of local and international scope, dedicated to the publication of a wide range of ongoing research by students and faculty in the fields of TESOL and Applied Linguistics (including first and second language acquisition, sociolinguistics, and psycholinguistics). Each volume consists of two issues, published in the summer and winter of every year.

## Manuscript: Submission

Submit one *anonymous* electronic copy of your manuscript to the following e-mail, addressed to the COPAL editors (organized in alphabetical order):

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To maintain anonymity, please name your file “manuscript” (e.g., “manuscript.doc”, “manuscript.rtf”, “manuscript.pdf”). The preferred formats for submission are MS Word (.doc), RTF (.rtf) and PDF (.pdf). In the body of your e-mail, provide the first author’s name and contact information, including e-mail address, telephone number and conventional mailing address.

To facilitate the blind review process, remove all information identifying the author/s, including acknowledgements, references, etc. These can be added once the paper is approved for publication.

Your manuscript must be single-spaced. If you plan to use tables and figures adapted or reprinted from other sources, you must require permission from the publisher of the original source. The target length for submissions is between 10 and 25 pages, all inclusive.

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## Style Sheet

COPAL requires that all submissions conform to the requirements of the Publication Manual of the American Psychological Association (APA). For more information, visit the APA website at <http://apastyle.apa.org>. For a simpler, web-based version of the APA, visit: <http://owl.english.purdue.edu/owl/resource/560/01>.

## APA Guidelines for text format

### Spacing:

Single-space between all lines of the manuscript, including the text, title, headings, endnotes, quotations, references, figure captions, and tables.

**Margins:**

Leave margins of 1 in. (2.54 cm) at the top, bottom, right, and left of every page.

**Pagination:**

Number all pages consecutively. Arrange the pages of the manuscript in the following order:

- Title page (page 1): title, author name(s), affiliation(s), running head
- Abstract (page 2): between 100 and 150 words
- Text (start on page 3)
- References (following the text; start on a new page)
- Appendices (start each on a separate page)
  
- Notes (use footnotes)
- Tables (place in text)
- Figures (place in text)

**Headings:**

Do not use a numbered system of headings – use the APA system.

**Running head:**

In the header of each page, include a shortened form of the title in the upper right-hand corner before the page number. The running head should consist of no more than 50 characters (including letters and spaces).

**Guidelines for references (from the APA Manual)****In-text citations:**

Sources cited or referred to in the text should indicate the author's last name, publication date, and page number(s) when applicable: (Gatbonton, 1994; Collins & White, 2005, p. 563); if more than one citation appears in parenthetical material, they should appear in alphabetical order. When the author's name is part of the text, follow this form: Trofimovich (2007) argued that...

**Reference list:**

All in-text citations must be listed in full in the reference list at the end of the article. Begin the reference list on a separate page entitled “References” and double-space it throughout. Each entry must include the author’s name, co-authors (if applicable), publication date, and title of the work. For a journal article, also provide the name of the journal, volume number, and page numbers for the article. For an article in an edited volume, include the editor’s name, title of the volume, and page numbers of the article. For a book or monograph, include the edition, place of publication, and name of publisher. Punctuate and capitalize as in the following examples:

**Conference presentation:**

Auger, J. (2001, March). *Entre syntaxe et morphologie: Les clitiques pronominaux et l'épenthèse en Picard*. Paper presented at Le Groupe Langues & Grammaire et l'UMR 7023, Indiana University, IN.

**Journal article:**

Cardoso, W. (2007). The variable development of English word-final stops by Brazilian Portuguese speakers: A stochastic optimality theoretic account. *Language Variation and Change*, 19, 1-30.

**Book:**

Ellis, R. (1994). *The study of second language acquisition*. Oxford: Oxford University Press.

**PhD dissertations, theses, unpublished manuscripts:**

Horst, M. (2000). *Text Encounters of the Frequent Kind: Learning L2 Vocabulary through Reading*. Unpublished doctoral dissertation, CALS Swansea, UK.

**Edited book:**

Meisel, J. (Ed.). (1994). *Bilingual first language acquisition: French and German grammatical development*. Amsterdam: Benjamins.

**Journal article with more than one author:**

Trahey, M., & White, L. (1993). Positive evidence and preemption in the second language classroom. *Studies in Second Language Acquisition*, 15, 181-204.

**Article in an edited book:**

Zuengler, J. (1993). Explaining NNS interactional behavior: The effect of conversational topic. In G. Kasper & S. Blum-Kulka (Eds.), *Interlanguage pragmatics* (pp. 184-195). Oxford: Oxford University Press.

**Guidelines for tables and figures****Tables:**

- Place tables in text
- Include a brief but explanatory heading
- Provide a heading for each column
- Explain abbreviations in a note under each table
- Present comparable tables consistently
- Refer to each table in the text
- Use 12-point Times New Roman font

**Figures:**

- Place figures in text