ELTWO Style Sheet

In-text and end-of-text citations follow the guidelines of the Publication Manual of the American Psychological Association (5th edition) and recent APA documentation modifications. All manuscripts must be submitted electronically to eltwo@nus.edu.sg. Text should be presented double-spaced in 12 point TNR font and, preferably, in Microsoft Word; images should be submitted in jpg or tif format.

In-Text Citations: Some Basic Guidelines

A. Capitalize specific elements of your in-text citation entries.

• Proper nouns, including author names, e.g., Gallo; Lee and Wong.

• All words constituting four letters or more within the title of a source, e.g., *Management of Language Programs*. However, verbs, nouns, pronouns, adjectives, and adverbs, even when short words, must be capitalized, e.g., *Intentions and Motives in Brief Intercultural Encounters: What They Said and Must Have Said*.

• Both words in a hyphenated compound, e.g., *Under-Prepared Readers in Multicultural Classes*

  *Note:* In the References list, only the first word of a title will be capitalized, e.g., *Management of language programs*.

• The first word after a colon or a dash, e.g., *Sense-Making in Imagined Communities: Exploring Collaboration and Teamwork in Hierarchical Organizations*

B. Italicize the titles of media and longer works such as journals, books, and edited works, e.g., *Mad about English, The Lord of the Rings*, and *Loose Coupling in Language Centres in Southeast Asia*.

C. Use appropriate source citation for direct quotation, summary, or paraphrase from a work.

• Cite the author(s) and year of publication of the reference. For a direct quotation, cite the page number (abbreviated “p.”). The quotation is often introduced by a phrase that includes the author’s last name and year of publication.

  e.g., According to Kramer (2007), “Much of the academic success of international graduate students can be attributed to their socialization into the subculture of their new university” (p. 231). Kramer (2007) highlighted the need for university assistance that will facilitate students’ familiarity with differing learning practices, hence equipping them to reduce uncertainties in the foreign classrooms.

  Kramer indicated that the socialization of international graduate students into the subculture of their new university could contribute to their academic success (Kramer, 2007, p. 231).

• Cite the authors’ names in appropriate format for a work with six or more authors. Cite the first author’s name followed by “et al.” Note the full stop or period after the abbreviation “al.”

  e.g., According to Helmick et al. (2006), the academic success of international postgraduate students may be attributed to high extrinsic motivation.
Reference List (End-of-Text Citations): Some Basic Guidelines and Sample Entries

A. Alphabetize reference list entries by the last name of the first author of each work. Works of the same author are listed according to the year of publication, beginning with the earliest work.

B. Indent the second and subsequent lines of each entry.

C. For six or less than six authors, list all the authors’ names in the order of last name preceding the first name, e.g., the full names Anna Tiu and Marie Martinez McCormack will be listed Tiu, A., & McCormack, M. M.

D. For a work that has more than six authors, list the first six authors in the order of last name and first name followed by “et al.” Note the full stop or period after the abbreviation “al.” only.


E. For commonly cited works, follow the general format below.

- Journal:
  *XX- volume number; xx- page numbers; note the volume number in italics and the page numbers in regular font

- Online journal information + retrieval information:
  Author, A. A., & Author, B. B. (Date of publication). Title of article. Title of Journal, XX. Retrieval date and source.


- Book:
  Author, A.A. (2007). Title of work. Location: Publisher.

- Book chapter: