

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/jbp/additional/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 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. The Chinese language abstract should appear at the end of the article, three line spaces under your list of references. 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.

4. Headings

Please consult the JB Guidelines, "Chapters and headings" (p.2) for information on the formatting of all section headings.

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).

7. Quotations and Quotation Marks

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.

8. A Note about Commas

We use the standard U.S. rule that there should be a comma after the penultimate item in any list, before the “and”: “A, B, and C.” This rule holds for all types of lists, including lists of authors in a citation, e.g., “Zhang, Li, & Wang, 2015.”

9. 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...”)

10. 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. Article titles should be in double quotation marks, and book titles should be in italics. Journal titles should be in italics, and 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)..

Your Chinese language abstract should appear below your reference list, followed by the Chinese keywords.

10. Appendices

As the JB Guidelines state (p. 4), “Appendixes should follow the references section. Please refer to the appendix in the main text.” JB editors frown upon appendices that are not mentioned in the text of your article.

11. End of the Article

After the Chinese language abstract and any appendices, list your address(es) under the heading *Author’s Address* (or *Authors’ Addresses*); the heading should be in 14 pt. italics,

with the name(s) and address(es) in regular 12-pt. type. Two line spaces under the last address line, list your email address(es).

Model:

Authors' Addresses

First Author's Name	Second Author's Name
Department Name	Department Name
Name of Institution	Name of Institution
Office Address	Office Address
City, State, Postal Code	City, State, Postal Code
Country, if not U.S.A.	Country, if not U.S.A.
email address	email address