JSEALS ARTICLE SUBMISSION TEMPLATE

This file contains information about formatting and content of articles submitted to JSEALS. Carefully review the guidelines in this document. Papers are formatted only if they are accepted.

1 Content of an article

The following is a checklist for you to consider before submitting your work.

* **Title**: Does your Title summarise the main point of your paper?
* **Author identification**: Provide all author names, affiliation(s), and email address(es)
* **Abstract**: Does your Abstract have a clear statement of purpose and/or a primary assertion? Is the information in the Abstract consistent with the information in the paper? Is the Abstract a single paragraph of fewer than 200 words?
* **Introduction**: Have you reviewed the relevant literature in your Introduction? Is the significance of your study clear from your Introduction? Have you stated the specific purpose of your paper in your Introduction?
* **Conclusion**: Have you stated the overall answer to the purpose of the study in your Conclusion? Have you explained the meaning and significance of your results rather than merely repeating them?
* **Data**: Have you provided access to most or all of data from your paper within the article or online?

**2 Formatting of a submitted article**

Submitting your article with this formatting will facilitate the processing of your paper if it is accepted.

* **Document type**: Submit only a DOCX file.
* **Fonts and Styles**: Use Times New Roman size 11 everywhere. Do not apply special “Styles.” Do not use any pre-Unicode fonts.
* **Spacing**: Use single spacing. Do not add empty lines before or after paragraphs. Do not put tabs or spaces at the beginning of a line of text.
* **Pages**: Do not paginate. Do not add content in page headers or footers. Do not insert page-breaks.
* **Numbering**: Do not use auto-numbering for sections, glosses examples, and tables/diagrams/images. Type the numbers manually.
* **Examples**: Do not use spaces to separate words in glossed examples. Instead, use tabs and manipulate content using the “ruler”. You may use tables, but there can be no merged cells.
* **Images**: Do not layer images with multiple graphic pieces. Images must consist of one inserted graphic piece.
* **Tables**: Provide a concise, clear description as a title of a table. Enter clear column headings. Do not merge cells in tables.
* **References**: Imitate the style in the samples references below. Make formatting consistent within an article. Provide complete names unless a work is published with initials only.

**Sample references**

Haudricourt, Andre G. 1965. Mutation consonantique en Mon-Khmer. *Bulletin de la Société Linguistique de Paris* 60:160-72.

Li, Fang-Kuei. 1977. *A handbook of comparative Tai*. Oceanic Linguistics Special Publications No. 15, Honolulu, The University of Hawaii Press.

Nguyễn, Văn Tài. 2005. *Ngữ âm tiếng Mường qua các phương ngữ* [The phonetics of the Mường language across its various dialects]. Hanoi: Nhà Xuất Bản Từ Điển Bách Khoa.