Please Use JLA\_Title Style

Name 1 (Please Use JLA\_Author Style /Calibri 12, bold)

Department or Centre Institution

additional affiliation details

further affiliation details

Email only for corresponding author

Please use JLA\_Author\_Details style

Name 2 (JLA\_Author Style/Calibri 12, bold)

additional affiliation details

further affiliation details

Email only for corresponding author

**ABSTRACT**: Please use JLA\_Abstract Style. Abstracts shall not exceed 200 words. Calibri 10 point, fully justified, indented a half-inch left (1.27cm) and right, not italicized). Do not use a heading for the abstract or headings within the abstract.

**NOTES FOR PRACTICE** (for Research Papers Only)

* Please use JLA\_Abstract Style, bulleted. Research paper submissions should include ‘Notes for Practice’ that highlight the significance of the work for practice. These notes should be comprised of 3 to 5 bullet points outlining:
* A brief accessible overview of the established knowledge on the topic
* A summary of the contribution of the paper
* Key implications of the paper’s findings for practice, policy, and implementation of research

**NOTES FOR RESEARCH** (for Practical Reports Only)

* Please use JLA\_Abstract Style, bulleted. Practical report submissions should include ‘Notes for Research’ that highlight the significance of the work for research. These notes should be comprised of 3 to 5 bullet points outlining:
* What prior research findings does this practical report draw on
* What new contributions does the paper make
* What significance does this have for researchers (contextualize existing findings, suggest new areas needing research etc.).

**Keywords**: Include a set of keywords related to your submission. Please use the style JLA\_Keywords.

1. Please use JLA\_Heading 1 style (Arial 12, bold, flush left, all caps, NUMBERED)

Subheads are flush left and all caps (all upper case) or title case (initial capital on each word, except “and,” “the,” “an,” “of,” etc.). Headings are numbered. Submissions should contain no more than three levels of headings. Please, use JLA\_Heading1; JLA\_Heading2; JLA\_Heading3. Use separate heading for the Reference Section (JLA\_Heading\_References Style). Headings are controlled so that they are not the last line on the page.

For main body text use JLA\_Normal style. It is Calibri 11, fully justified, with 1.15 interval. Please note that JLA\_Normal style includes spacing between the paragraphs.

* 1. Please use JLA\_Heading 2 style (Arial 11 Point Bold, Title Case, Hierarchically numbered)

Punctuation: Use double quotation marks; use single quotes inside double quotes only, NOT for ‘emphasis’; period and comma go inside quotation marks; use a serial comma (e.g., “red, white, and blue” rather than “red, white and blue”); use an M-dash with spaces on either side for dashes within a sentence.

Numbers: Use % and Arabic numerals for discussion of data and statistics; Use a comma in 4-digit numbers: 9,625.

* + 1. Please use Heading 3, Calibri 11 point italic, Hierarchically numbered, NO blank line.

Footnotes[[1]](#footnote-1): Calibri 9 point. Use APA style with footnotes only for urls, extra commentary, etc., not references.

Spelling: Canadian Oxford Dictionary

Quotations: Referencing and use of quotations should follow APA standards. For block quotations, use Calibri 10 point with the quoted text indented a half-inch from left and right margins.

Tables: Tables must be placed in the body of the article in the desired position. Table captions should be in Calibri 11 point (bold), numbered and include a title (e.g. Table 1: Title inserted here). The Table number and title should precede the table content. Table and table title should be centred, however, the cell justification should ensure ease of review (i.e. centered or left). An example is shown below, but authors should clearly adjust this to suit their requirements.

Table 1: This is the caption to go above the table.

|  |  |  |
| --- | --- | --- |
| Col 1 | Col 2 | Col 3 |
| Row 1 | Cell Value | Cell Value |
| Row 2 | Cell Value | Cell Value |
| Row 4 | Cell Value | Cell Value |

Please be considerate in the use of colour and vertical lines in the Tables as advised within the APA format.



Figure 1: This is the caption to go below the figure

Figures/Diagrams: Figures and diagrams must be placed in the body of the article in the desired position. Figures and diagrams should be numbered and titled in Calibri 11 point (bold) (e.g. Figure 1: Title inserted here). The figure/diagram number and title should be centred and be directly below the actual figure/ diagram. The figure/diagram should be centred within the body of the article. **PLEASE ENSURE THAT THE IMAGES AND DIAGRAMS ARE READABLE AND THE SIZE OF THE IMAGES IS REASONABLE.**

REFERENCES (please use JLA REFERENCE TITLE STYLE, ARIAL 12, BOLD, ALL CAPS, NOT NUMBERED)

APA style (in-text citations and works cited).

Use JLA\_Body\_References Style, Calibri 11 point, a half-inch hanging indent (first line is flush left, subsequent lines are indented a half-inch, fully adjusted).

Do not use line spaces between bibliographic entries.

**PLEASE MAKE SURE THAT THE OUTPUT REFERENCE LIST FROM YOUR REFERENCE MANAGER CONTAINS CITATION INFORMATION THAT COMPLIES WITH THE APA STANDARD**. In the last two years many publications, including seminal (older) chapters and articles have been assigned digital object identifiers (doi). Currently, it is likely that 50-70% of your reference list for a research paper should contain a doi. We kindly request that you check your references.

**Please note** thatJLA uses the following doi format: <http://dx.doi.org/>.

**Punctuation:**Use double quotation marks; use single quotes inside double quotes only, NOT for ‘emphasis’; period and comma go inside quotation marks; use a serial comma (e.g., “red, white, and blue” rather than “red, white and blue”); use an M-dash with spaces on either side for dashes within a sentence.

**Numbers:** Use % and Arabic numerals for discussion of data and statistics; Use a comma in 4-digit numbers: 9,625.

**Spelling:** *Canadian Oxford Dictionary*

2-D

3-D

**AB**

behaviour

**C**

centre

colour

cut-off

**D**

data set

**E**

e-learning

email

enrol, enrolment

extrovert, extroversion

**FGH**

focused, focusing

**IJK**

**L**

labelled, labelling

labour

**M**

modelled, modelling

**NOP**

pre-sampled

psychosocial

Q**R**

re-sampled

**S**

signalled, signalling

socio-economic

sub-factor

**T**

theatre

trade-off

**UVW**

worldwide

**XYZ**

1. Footnotes1 : Calibri 9 point. Use APA style with footnotes only for urls, extra commentary, etc., not references. [↑](#footnote-ref-1)