



Submission Guidelines & Formatting Instructions

Submission Guidelines

1. **Submission Process:** Authors must submit articles electronically via the email address jelt@wyb.ac.lk and non-compliance will result in the rejection of the submission.
2. **Author Inclusion:** All authors must be listed in the submission metadata from the start. No additions will be permitted after the review process begins.
3. **Blind Review:** The author's name must not appear in the article; use "Author" in its place where necessary.
4. **Reference Guidelines:** Authors must follow the reference guidelines provided below to ensure consideration for publication.
5. **Language Accuracy:** Manuscripts should be checked for language accuracy prior to submission of the article.
6. **Review Process:** Submitted manuscripts will undergo an internal review and, if deemed suitable, a double-blind review by experts. Feedback will be provided, and decisions (Accept, Accept with revisions, Reject) will be communicated within 2-4 months. In this case, the Editor-in-Chief's decision is final. If one reviewer accepts and the other rejects, the manuscript will be sent to a third reviewer for final evaluation.
7. **Multiple Submissions:** Authors may not submit multiple articles simultaneously. After publication, an author must wait for at least two issues before submitting another article, applicable to co-authors as well.
8. **Author Declaration:** A manuscript submitted to the journal should not have been published in another journal and should not be under consideration for publication elsewhere. With each submission, the author(s) must submit a declaration form to the Editor-in-Chief, filled and signed by the lead/ or corresponding author of the paper, confirming that the manuscript is original and has not been published elsewhere. A scanned copy of the signed document should be attached to the submission.

9. **File format:** The submission file should be in Microsoft Word file format. PDF files and Google Docs links will not be accepted. A4 page layout should be used.
10. **Communication:** All communications related to the submission process will be conducted via email. Upon receipt of the manuscript, a confirmation email will be sent to the submitting author. Upon acceptance, a notification will be sent to all listed authors, and subsequent correspondence will be directed exclusively to the corresponding author.

Copyright and Editorial Rights Summary

1. The Journal has the right to electronically distribute accepted manuscripts, while authors retain copyright and may republish their articles, provided they acknowledge *Wayamba Journal of English Language Teaching* as the original publisher.
2. The Editorial Board reserves the right to make editorial changes to accepted manuscripts to improve clarity and style.

Author Guidelines

General Formatting:

- **Font:** Use Times New Roman, font size 12 for the main text.
- **Line Spacing:** 1.5 spacing throughout the document.
- **Margins:** Set all margins to 1 inch (2.54 cm) on all sides.
- **Alignment:** Justified alignment for the body text (left and right aligned).
- **Paragraph Indentation:** Use a 0.5-inch indentation for the first line of each paragraph.
- **Paragraph Spacing:** No additional spacing should be inserted before or after paragraphs.
- **Page Numbers:** Number pages consecutively in the bottom right corner.
- **Word Count:** The manuscript should be between 8,000 and 10,000 words, including references.

Below is the sample template for the manuscript:

Title (Times New Roman, font size 14, bold, sentence case, centered, maximum 3 lines, only well-known acronyms/abbreviations are encouraged, expand otherwise)

Author's Surname, Initials¹, Author's Surname, Initials² (Times New Roman, font size 12, centered, Corresponding author's name should be underlined)

Institutional Affiliations (Times New Roman, font size 10, Italic, centered, numbered according to the author names)

Email address of the corresponding author (Times New Roman, font size 10, Italic)

Abstract

Every submission of a research article must begin with an abstract of 200-250 words, followed by a set of keywords. The word "Abstract" should be centered and bold. The abstract should be written in Times New Roman, 12-point font. Beginning with the next line, the abstract should be presented as a single paragraph with no indentation. It should provide a concise and clear presentation of the content of the paper, succinctly covering the background, purpose, methodology, key findings, and conclusion/implications of the study.

Keywords (italicized and indented): Times New Roman, font size 12, 4-6 keywords, separated by commas, below the abstract

Introduction (Times New Roman, font size 12, bold)

The introduction should clearly explain the nature and scope of the study, as well as its purpose and contribution to the field. Headings and subheadings can be used to organize this section as needed.

Literature Review (Times New Roman, font size 12, bold)

The Literature Review should provide a well-organized and thorough review of literature with relevant theoretical and practical backgrounds related to the study.

Methodology (Times New Roman, font size 12, bold)

The Methodology section should clearly outline the materials and methods used in the research. This section should describe how data was collected, analyzed, and any instruments or tools employed.

Data Analysis and Findings (Times New Roman, font size 12, bold)

This section should present and analyze the data with specific and major findings. Ensure clarity in how the data addresses the research question or hypotheses.

Conclusion (Times New Roman, font size 12, bold)

The Conclusion should summarize the study's main findings, implications, and conclusions. Discuss the broader significance of the results and potential areas for future research.

References (Times New Roman, font size 12, bold)

References should be cited according to the APA style (7th edition). Ensure that the list is formatted with hanging indentation (0.5 inches).

Books:

Author, A. A. (Year of publication). *Title of work*. Place of publication: Publisher.

Journal Articles, Print version:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *Volume number* (Issue number), page range.

Journal Articles, Online version:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, *Volume number* (Issue number), page range. <http://dx.doi.org/xx.xxxxxxxx> or Retrieved from <http://xxxxxx>

Published Conference Paper:

Author, A. A. (Year). Title of paper. In B. B. Editor (Ed.), Title of proceedings (pp. xx-xx). Publisher. DOI or URL

Unpublished Thesis/Dissertation:

Author, A. A. (Year). Title of thesis/dissertation [Unpublished doctoral dissertation/Master's thesis]. Name of Institution.

- Authors are responsible for the accuracy of all references.
- Where available, URLs and DOIs for the references should be provided.

For more details on APA style, follow the link:

https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html

Tables, Graphs and Figures:

- Tables/ Graphs/ figures should be numbered consecutively using Arabic numerals (e.g., **Table 1, Figure 2**). The table or figure number should be bold and placed above the table or figure.
- Titles should appear on the line immediately below the table or figure number. Titles should be italicized and written in Title Case.
- Table and figure content should be clear and readable.
- The font size should be 10 points.
- Tables/Graphs/Figures must be placed in the correct location within the article.

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