

Paper Title Goes Here: WALLY Submission Template

*Firstname1 Lastname1
York University, Toronto, Canada*

*Firstname2 Lastname2
University of Toronto, Toronto, Canada*

*Firstname3 Lastname3¹
University Affiliation*

Abstract: Your abstract should be no longer than 150 words. Elements to include in your abstract may include key aspects of your literature review; the problem, hypothesis, or research question under investigation; your methods or methodology; the main results or findings; and any implications of your paper. It should not contain references as it should be able to stand alone in article indexes like Google Scholar or OMNI.

Keywords: style; formatting; linguistics; publishing

1 Introduction

WALLY uses a combination of APA 7th edition guidelines (American Psychological Association, 2024a) and guidelines that are unique to our journal. This template provides details about our expectations. There are two ways you can use this paper template. You may either follow the instructions detailed in the text below, or you can download the Word version of this document and paste your paper into the template using the styles that are already in place. The main text of your paper should be displayed in “Body Text” style (justified text alignment, 12 pt Times New Roman, single spaced, first line indentation by 1.27 cm, 6 pt spacing after).

1.1 Title, Author Information, and Recommended Citation

Your paper title should be presented as the first line of the file in the “Title” style (18 pt bold, Times New Roman, with 12 pt spacing after). The title should use title case, meaning all major words should be capitalized. Author name(s) should be listed in the “Authors” style (12 pt, italic, Times New Roman). Affiliations should be presented in the “Affiliations” style (12 pt, italic, Times New Roman, with 6 pt spacing after). The corresponding author must be a York University student and marked with a footnote (see footnote 1 in this document—10 pt, Times New Roman) listing their YorkU email address. A recommended citation in APA 7th edition will also be included in the footnote under the corresponding author. Please note that a DOI will be generated upon scheduling your work for publication and will be added by the editors prior to publishing. It will not appear on any proof prior to publication.

¹ Corresponding Author: email@(my.)yorku.ca

Recommended Citation: Lastname1, A. A., Lastname2, B. B., & Lastname3, C. C. (Year). Paper title goes here: WALLY submission template. *Working papers in Applied Linguistics and Linguistics at York*, Vol #, p.–p. DOI added upon publication

1.2 Abstract and Keywords

The abstract should be introduced by the word “Abstract” followed by a colon. The abstract text should begin immediately after the colon (do not create a new line). The abstract should be presented in “Abstract” style (12 pt, Times New Roman, 2 cm left indentation, 2 cm right indentation, justified, 18 pt spacing before, 12 pt spacing after).

The abstract should be followed by 3 to 7 keywords separated by semicolons and displayed in the “Keyword” style (12 pt, italic, Times New Roman, 2 cm left indentation, 2 cm right indentation, justified, 12 pt spacing before, 24 pt spacing after). Keywords describe the main content of the research and can be used to find your paper in a Google search (e.g., discourse analysis; language and law; computer-mediated communication). Keywords can include paper elements related to the research topic, theoretical framework(s), population, method or methodology, application and/or implication of results and findings.

2 Headings

You may use nested headings following APA 7th edition guidelines (American Psychological Association, 2022). Use title case for all levels of headings, which includes capitalizing all major words. All headings must be numbered as described in section 2.1. The first level of heading should appear in “Heading 1” style (12 pt, bold, Times New Roman, centred, 6 pt spacing after). Heading 2 should be displayed in “Heading 2” style (12 pt, bold, Times New Roman, left aligned, 6 pt spacing after). Heading 3 should be displayed in “Heading 3” style (12 pt, bold, italic, Times New Roman, left aligned, 6 pt spacing after). Heading 4 should be displayed in “Heading 4” style (12 pt, bold, Times New Roman, indented, left aligned, 6 pt spacing after). Heading 5 should be displayed in “Heading 5” style (12 pt, bold, italic, Times New Roman, indented, left aligned, 6 pt space after). For any other level of heading, please consult with the editors.

2.1 Numbering Your Headings

If you use the styles already available in the document, numbering will occur automatically. Otherwise, sections should be numbered with periods as shown below:

- Heading Level 1 - # - e.g. 1
- Heading Level 2 - #.# - e.g. 1.1
- Heading Level 3 - #.#.# - e.g. 1.1.1
- Heading Level 4 - #.#.#.# - e.g. 1.1.1.1
- Heading Level 5 - #.#.#.#.# - e.g. 1.1.1.1.1

Do not put a period after the final number in the section number.

2.1.1 Nesting Your Headings

When nesting headings within each other, please ensure that the lower-level heading is a subtopic of the higher-level heading. If the new heading is not a subtopic of the previous but is a subtopic of a single shared heading, start a new set of headings at the same level as the previous heading. If the two headings do not share a common higher-level heading, start a brand-new set of headings at level 1. See below for general and specific examples.

3 Methodology

3.1 General Example Subheading

Paragraphs start here.

3.1.1 *Related Subtopic 1*

Paragraphs start here.

3.1.1.1 More Specific Subtopic Related to Subtopic 1. Paragraphs start here.

3.1.1.1.1 Even More Specific Subtopic Related to Subtopic 1. Paragraphs start here.

3.2 Experiment Methods (Specific Example)

Description of experiment methods begins here.

3.2.1 *Participants (for Your Experiment)*

Description of participants for experiment begins here.

3.2.2 *Procedure (for Your Experiment)*

Description of procedure for experiment begins here.

3.2.2.1 Stimuli (for Your Experiment). Description of stimuli begins here.

4 Results

4.1 And Another Subsection

5 Figures and Tables

Figures and tables must be referred to in text using their number (e.g., “Figure 1” or “Table 1” for figures and tables in text, “Figure/Table A1,” “Figure/Table A2,” or “Figure/Table B1” for figures and tables in appendices). All figures and text should either: 1) be included in appendices, which may include individual appendices for each item or one appendix with every figure or table in the order they are mentioned, or 2) immediately follow their mention while also meeting the following requirements: a) they must be located only at the top or bottom of a page, and b) all components of the figure or table (number, title, image, optional legend and note) must be on the same page. While both options (appendices or in-text inclusion) have been included as examples in this template, your paper should choose one option and use it consistently throughout.

5.1 Tables

Tables are unique visual displays that use rows and columns to display numerical or textual information (or both). All tables must follow APA 7th edition guidelines (American Psychological Association, 2021). Tables should be editable and included in text (i.e., not included as a screenshot or image). Horizontal lines may be used. Vertical lines should not be used, but there should be enough space between columns to make them clear and easy to follow.

All tables must be numbered and titled in the order they appear. The table number should be 12 pt, Times New Roman, bold, left aligned and located above the table. The table title should use title case (all major words capitalized) and be 12 pt, Times New Roman, italic, left aligned, and placed below the title but above the table. Titles should be brief but descriptive. Tables should be followed by one blank line in “Body Text” style. See Table 1 as an example.

Table 1*Table Title Goes Here with Major Words Capitalized*

	Column header	Column header	Column header
Row title	2	4.23	Yes
Row title	1	6.00	No

5.2 Figures

Please include figures (any visual displays that are not tables) in your paper and as individual files in your submission. Figure files should be JPEG files that are at least 500px wide and 100px tall, and any images should use high contrast colors whenever possible. If you have charts imported from Excel, you must either save them as a JPEG file to submit separately, or you must submit an Excel file that includes the chart as well as all the data used in the chart. All figures must be created by the author or used with permission. If you are using figures from another source, you must contact the editors before submission.

Figures must have alt text assigned,² which can be done through the Picture Format tab in Word. Alt text should be no more than ~125 characters, provide a clear description of the figure, and include any text in the figure. Because alt text cannot always fully describe a figure, please also ensure that any important information displayed in a figure is also communicated in text.

All figures must follow APA 7th edition guidelines (American Psychological Association, 2021), with an exception related to spacing: text and figures should use the same “Body Text” spacing as the rest of the document (12 pt, Times New Roman, 6 pt spacing after). The figure number should be 12 pt, Times New Roman, bold, left aligned, and located above the figure. The figure title should use title case (all major words capitalized) and be 12 pt, Times New Roman, italic, left aligned, and located below the title but above the figure. Optional components include a legend within the figure or a note below the figure providing a description. Figure 1 is one example that includes most potential components.

5.3 Other Considerations for All Tables and Figures

Avoid using “above” or “below” to reference figures or tables as readers may print your work or have multiple pages visible side-by-side at the same time. Include an extra line between figures and tables and the text around them (i.e., if a figure or table is at the top of a page, include a line after it; if it is at the bottom of the page, include a line before it) and between two figures or tables that appear back-to-back. Extra lines should be in “Body Text” style. If your table or figure includes text in a language other than English, a clear, easy-to-follow translation of the relevant text must be included. See Figures A1, A2, and A3 as potential examples of how to clearly indicate which text in a figure is being translated.

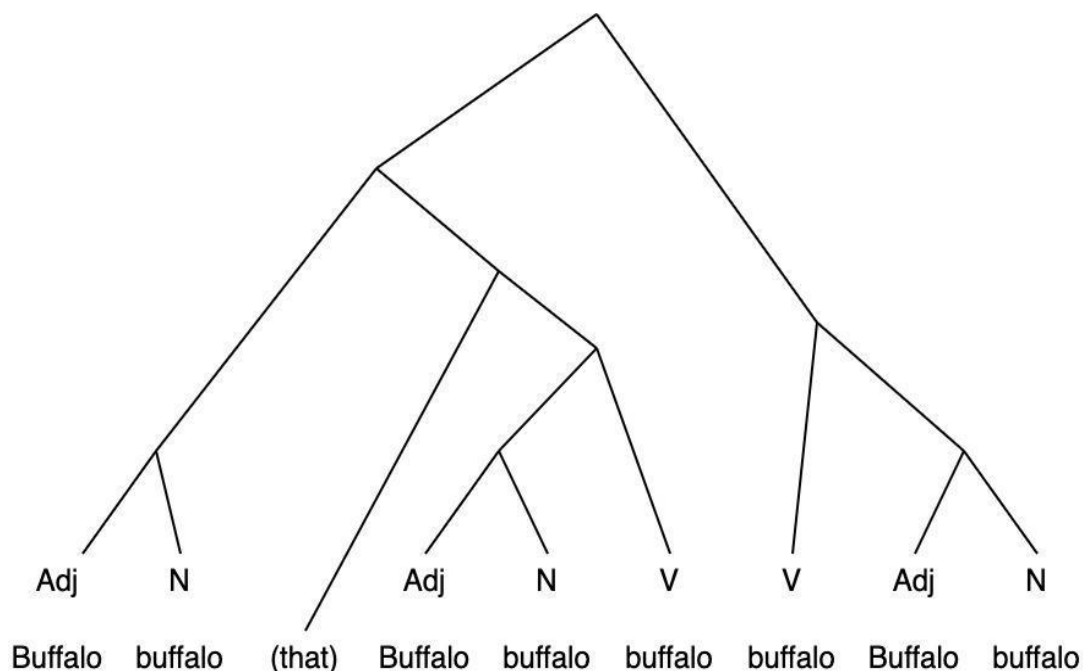
6 Examples

Here we account for a variety of different examples that may be included in your work. If you'd like to include an example that isn't described here, please consult with the editors. All

² For more information on alt text, see guidance provided by the Government of Canada (n.d.) or Harvard University (n.d.) in the references.

Figure 1

Syntax Tree of a Sentence Using the Word “Buffalo”



Note. This is an optional note.

examples included in your work should be editable. Examples must be numbered with the numbers enclosed by round brackets (numbers should be aligned left at 1.27 cm with a 1.9 cm indent). If you use the “Example” style this numbering will happen automatically.

6.1 Basic Examples (e.g., Syntax, Semantics)

Examples which are not taken from transcripts and are not in non-English languages may simply be displayed in “Example” style (12 pt, Times New Roman, justified, with 0 pt spacing before and 2 pt spacing after; numbering in round brackets, aligned left at 1.27 cm with a 1.9 cm indent). If providing multiple sub examples within a single example, please tab in each new sub example so that it is displayed with lettering in round brackets (if not using the preset style, please format lettering to align left at 1.9 cm with a 2.54 cm indent). If proceeding to an additional level of sub examples, please tab in twice to display with Roman numerals in round brackets (if not using the preset style, please format lettering to align left at 2.54 cm with a 3.17 cm indent). All examples should be followed by one blank line in “Body Text” style. See examples (1–3) below. Examples should be cited in text as follows: Example (1) shows a basic example.

- (1) This is a basic example
- (2) This is a more complex example
 - (a) This sentence is grammatical
 - (b) *Ungrammatical sentence the is

- (3) This is the most complex example
 - (a) Example
 - (i) Example
 - (ii) Example
 - (b) Example
 - (i) Example

6.1.1 *In-text Non-English Examples*

In-text non-English examples should be presented with an interlinear (grammatical) gloss and an English gloss/translation. The non-English example should be presented in “Example” style (12 pt, Times New Roman, justified, with 0 pt spacing before and 2 pt spacing after; numbering in round brackets, aligned left at 1.27 cm with a 1.9 cm indent).

Interlinear glossing should be presented in “Interlinear Gloss” style (12 pt, Times New Roman, justified, with first line indentation of 1.9 cm, 2 pt spacing after) in the line immediately below the non-English example. All grammatical abbreviations used in the interlinear gloss must be in small caps. Abbreviations for grammatical terms used in interlinear glosses may be found on Wikipedia (List of glossing abbreviations, 2025).

English glosses should be presented in “English Gloss” style (12 pt, italic, Times New Roman, justified, with first line indentation at 1.9 cm and 2 pt spacing after) in the line immediately below the interlinear gloss. See Example (4), below.

- (4) Je ne sais pas
I NEG know-PRES NEG
I don't know

6.2 Conversation/Discourse Analysis Examples from Transcripts

When citing multiple lines from a transcript, please use the “Example” style (12 pt, Times New Roman, justified, with 0 pt spacing before and 2 pt spacing after; numbering in round brackets, aligned left at 1.27 cm with a 1.9 cm indent) to title and provide line/source reference for your example. You may continue to use the Example style to present your extract. If you are presenting conversation analysis materials or other transcripts with multiple speakers, please use the “Transcripts” style (10 pt, Courier New, justified, with left indentation of 2 cm and 2 pt spacing after) to display the actual example text.

All lines in the transcript should be numbered such that the number of digits in each line number is equal to the number of digits in the longest line number cited in the paper. E.g., If the highest line number is 105, line number 1, should be prefaced by two 0s (i.e., 001). A single space should be included between the line number and the example text.

If transcripts are in a non-English language, please contact the editors for guidance.

- (5) Put your transcribed data title and line/source references here
0900 text goes here
0901 text goes here

7 Footnotes

Footnotes should be kept to a minimum, as all relevant information should be included in your text. APA provides information on two types of footnotes: content and copyright (Purdue Online Writing Lab, n.d.-a). Content footnotes may provide supplemental information for readers or point them in the direction of where to find more detailed information. Copyright footnotes are used to provide citations for unique situations, such as cases where more than 500 words of a previously published source are reproduced or a figure or table has been reproduced (which can only be done with written, formal permission of the original author or publisher or through special agreements made between York University and select publishers). Footnotes should not be used for any other citation information. If you are unsure if any aspect of your work meets these criteria, please consult with the editors.

If footnotes are included, they should be created automatically using the Word “Insert Footnotes” tool under the “References” tab. Footnotes should be numbered using Arabic numerals (i.e., 1, 2, 3, 4...) and should be placed after punctuation marks. If using software other than Word, please note that footnotes should be displayed on the same page as the insertion point and should be displayed in 10 pt, Times New Roman font, as in the example below here.³

8 In-text Citations

Any time you refer to another publication whether directly or paraphrasing, you must include an in-text citation. In-text citations should be displayed following APA 7th edition guidelines (American Psychological Association, 2024b) as shown in the example here (Author, Year). When presenting a direct quote or a close paraphrase, the page number that the quote or paraphrase was drawn from must be included in the in-text citation as shown in the example here: (Author, Year, p. #). If you quote directly from the text and the quote does not exceed 40 words, it should be enclosed in double quotation marks.

If you quote directly from a text and your quote exceeds 40 words in length, please use the “Block Quotes” style (12 pt, Times New Roman, justified, with a left indentation of 1.27 cm, with 6 pt spacing after). Be sure to include your in-text citation after the final punctuation mark in the block quote. (Author, Year, p. #)

If the text following a block quote is part of the same idea, explanation, or paragraph, it should not be indented. See link in References List section for additional guidance on the presentation of in-text citations.

Acknowledgements

Should you wish to thank any person or (funding) organization for their support or assistance with your paper, you may include an acknowledgements section directly preceding the References List. Please begin the section with the heading Acknowledgements in “Non-Numbered Headings” style (12 pt, bold, Times New Roman, centered, with 6 pt spacing after). The text of the acknowledgements should be displayed in “Body Text” style.

References

All references cited in text must be included in the references list. Your reference list should begin immediately after the last section of your paper (i.e., the References section does not begin

³ This is a footnote.

on its own page) with the heading References in “Non-Numbered Headings” style (12 pt, bold, Times New Roman, centered, with 6 pt spacing after). All references should be in “References” style (12 pt, Times New Roman, justified, with a hanging indent of 1.27 cm) and should be formatted following APA 7th edition guidelines (American Psychological Association, 2023). Some examples have been included below, along with all citations used in this template. Purdue OWL provides additional examples and guidance for citing other types of materials (Purdue Online Writing Lab, n.d.-b). You may also use automatic referencing software where appropriate.

- American Psychological Association. (2021). *Tables and figures*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>
- American Psychological Association. (2022). *Headings*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines/paper-format/headings>
- American Psychological Association. (2023). *References*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines/references>
- American Psychological Association. (2024a). *Style and grammar guidelines*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines>
- American Psychological Association. (2024b). *In-text citations*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines/citations>
- American Psychological Association. (2024c). *Appendices setup*. Retrieved November 15, 2025, from <https://apastyle.apa.org/style-grammar-guidelines/paper-format/appendices>
- Author, A. A., & Author, B. B. (Year). Title of chapter. In E. E. Editor & F. F. Editor (Eds.), *Title of book: Capital letter also for subtitle* (pp. X–X). Publisher. DOI (if available)
- Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical*, volume number(issue number), pages. <https://doi.org/xx.xxx/yyyy>
- Author, A. B. (Year). *Title of book: Capital letter also for subtitle*. Publisher Name. DOI (if available)
- Author, B. B. (Year, Month). Title of news article. *Title of Newspaper*, page(s). URL
- Author, E. E. / Group name. (Year, Month Day). *Title of webpage with an author*. Site name. URL
- Editor, E. E. (Ed.). (Year). *Title of work: Capital letter also for subtitle*. Publisher. DOI (if available)
- Government of Canada. (n.d.). *Alternative text and long descriptions – best practices*. Retrieved November 19, 2025, from <https://a11y.canada.ca/en/alternative-text-and-long-description-best-practices/>
- Harvard University. (n.d.). *Write helpful alt text to describe images*. Retrieved November 19, 2025, from <https://accessibility.huit.harvard.edu/describe-content-images>
- List of glossing abbreviations. (2025, November 5). In *Wikipedia*. https://en.wikipedia.org/wiki/List_of_glossing_abbreviations
- Purdue Online Writing Lab. (n.d.-a). *Footnotes and endnotes*. Retrieved November 15, 2025, from https://owl.purdue.edu/owl/research_and_citation/apa6_style/apa_formatting_and_style_guide/footnotes_and_endnotes.html
- Purdue Online Writing Lab. (n.d.-b). *APA style introduction*. Retrieved November 15, 2025, from https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

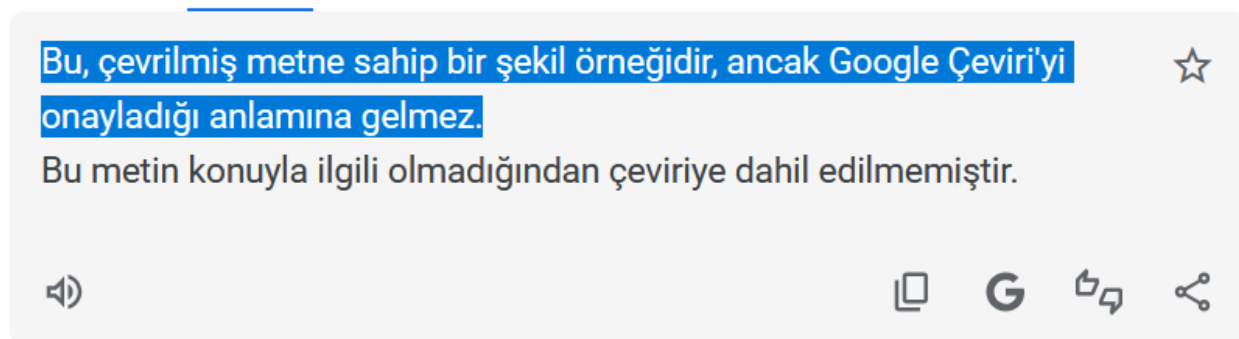
Appendix

Title of Your Appendix Here

If you wish to provide additional material as appendices, any appendix must follow APA 7th edition guidelines (American Psychological Association, 2024c). Appendices must come after the references, and each appendix should begin on its own page. The first page of the appendix must be headed by a title in “Non-Numbered Headings” style (12 pt, bold, Times New Roman, centered, with 6 pt spacing after). If you include multiple appendices, name each appendix you include consecutively by letter of the alphabet (e.g., “Appendix A,” “Appendix B,” etc.). The title of the appendices should be short but descriptive (e.g., “Transcription Conventions”; “Survey Instrument”) and appear below the appendix name, use title case, and also follow the “Non-Numbered Headings” style.

Figure A1

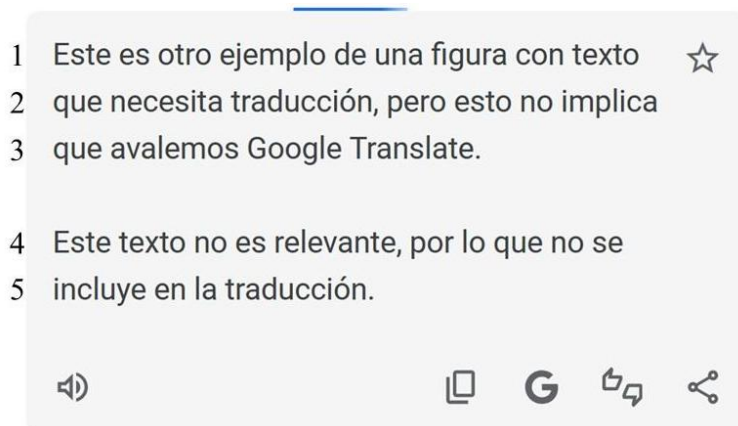
Example of a Figure with a Language other than English: Highlights



Note. Highlighted text reads, “This is an example of a figure with translated text, but it is not an endorsement of Google Translate.”

Figure A2

Example of a Figure with a Language other than English: Line Numbers



Note. Lines 1–3 read, “This is another example of a figure with text that needs to be translated, but it is still not an endorsement of Google Translate.”

Figure A3

Example of a Figure with a Language other than English: Side-by-side Translation

- | | |
|---|---|
| <p>1 هذا مثال ثالث لشكل يحتوي على نص يحتاج إلى</p> <p>2 ترجمة، ولكنه لا يُعدّ تأييدًا لترجمة جوجل.</p>
<p>3 هذا النص غير ذي صلة، لذا فهو غير مُدرج في</p> <p>4 الترجمة على اليمين.</p> | <p>Lines 1-2:
This is a third example of a figure containing text that needs to be translated, but it is still not an endorsement of Google Translate.</p>

<p>This is a third example of a figure containing text that needs translation but it is still not an endorsement of Google Translate.</p> |
|---|---|

Note. This option is not preferred as the translation is small and difficult to read. You may combine these options however you see fit, but you should prioritize making the translation, and which part of the image is translated, clear and easy to follow.