

ENGLISH EDUCATION JOURNAL (EEJ)  
*Guidelines for Article Contributors*

1. To be considered for publication, manuscript should be typed in Microsoft Word format, using the font of Times New Roman, single-spacing on A4 size paper, between 4000 to 6000 words including title, abstract, content, references, and appendices (if applicable).
2. Articles are to be written in essay style with a heading for each section. Heading is formatted as follows:
  - a) The title is centered, uppercased.
  - b) Heading 1 (heading for abstract, introduction, literature review, research methodology, results and discussion, conclusions, acknowledgement, and references) is flush-left, uppercased, and bold-faced.
  - c) Subheading 1 (heading under the heading 1) is flush-left, bold-faced, Capitalized the First Letter of Each Word except articles, conjunction, and prepositions.
  - d) Subheading 2 (heading under subheading 1) is flush-left, sentence case, bold-faced, italicized.
  - e) Subheading 3 (heading under subheading 1) is flush-left, sentence case, italicized.
  - f) Paragraph is 1-cm hanging indented and justified.
  - g) The table and figure names (Table 1, Figure 2, etc.) in the table and figure captions are bold-faced along with the period (e.g. **Table 1.**), but the table name is not. It is centralized and sentence case, where the table caption is placed above the table and the figure caption is under the figure.
  - h) Direct quote is 1-cm indented.
3. Font size of a table 10 pt with italicized heading (flush left for the first column heading and content, and centralized for the other columns). Only three borders are required, i.e. top, bottom, and under the heading.
4. A vertical space of 12 pt (one enter) is placed before and after heading 1, before subheading 1, and subheading 2, before a table caption and after a table, before a figure and after a figure caption, and before and after a more than 40-word direct quote.
5. Research report article should include: (1) title, (2) full name of writer(s), (3) affiliation(s), (4) abstract (200-250 words), (5) 3-5 keywords, (6) introduction, (7) literature review, (8) research methodology, (9) results and discussion, (10) conclusions and suggestions, (11) acknowledgements (if necessary), (12) references, and appendices (if applicable).
6. Non-research report article should consist of (1) title, (2) full name of writer(s), (4) affiliation(s), (5) abstract (200-250 words), (6) 3-5 keywords, (7) introduction, (8) discussion, (9) conclusions, and (10) references.

7. The references should be presented alphabetically and chronologically, following the APA 7<sup>th</sup> ed. style. The authors mentioned in the article must be cited in the References section.
8. The articles that do not adhere to the submission guidelines will be rejected during the Editors' initial screening.
9. Starting from January 2024 (Volume 15, Issue 1), Article Processing Charges (APC) for every accepted article is IDR. 500,000.