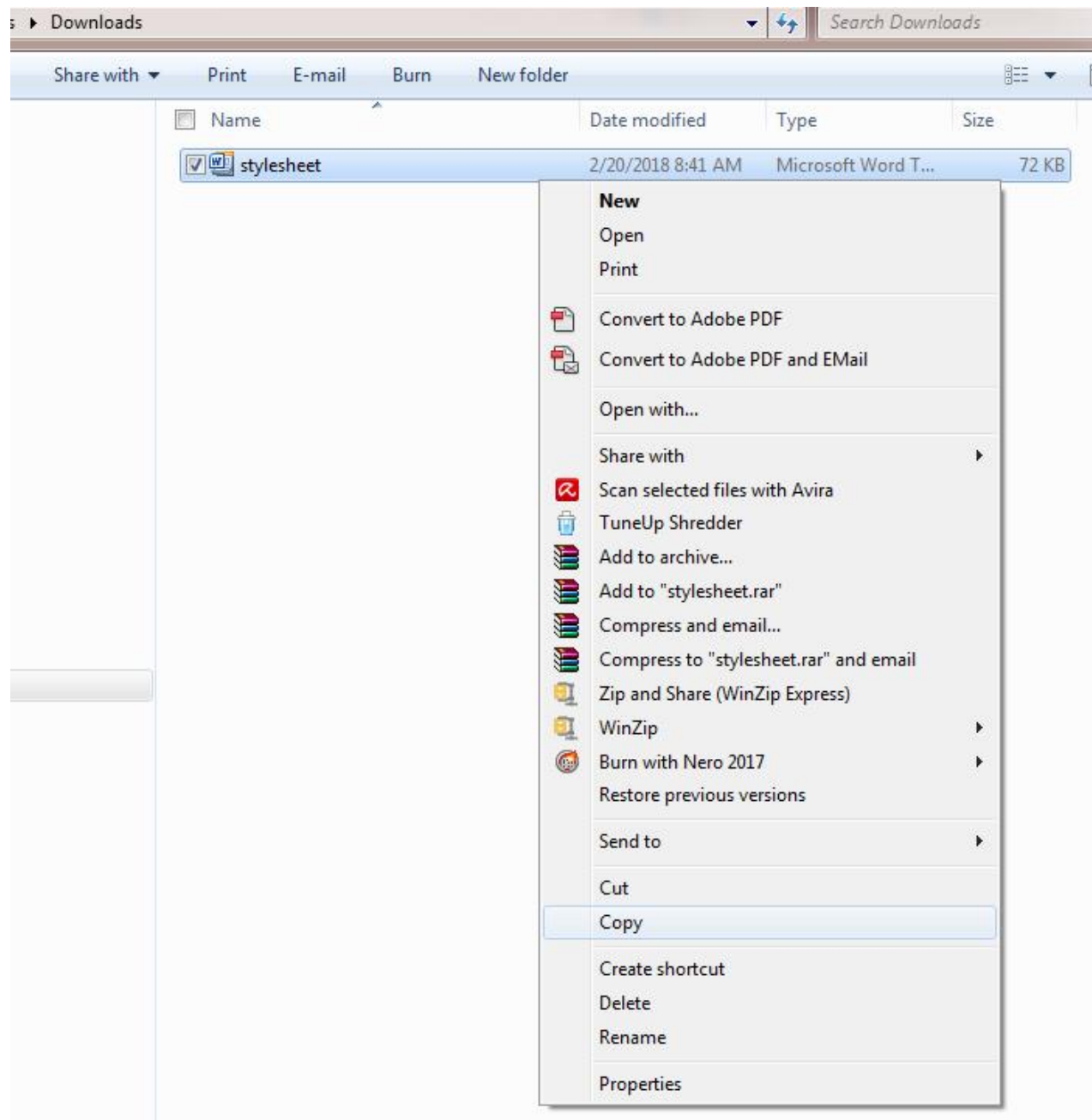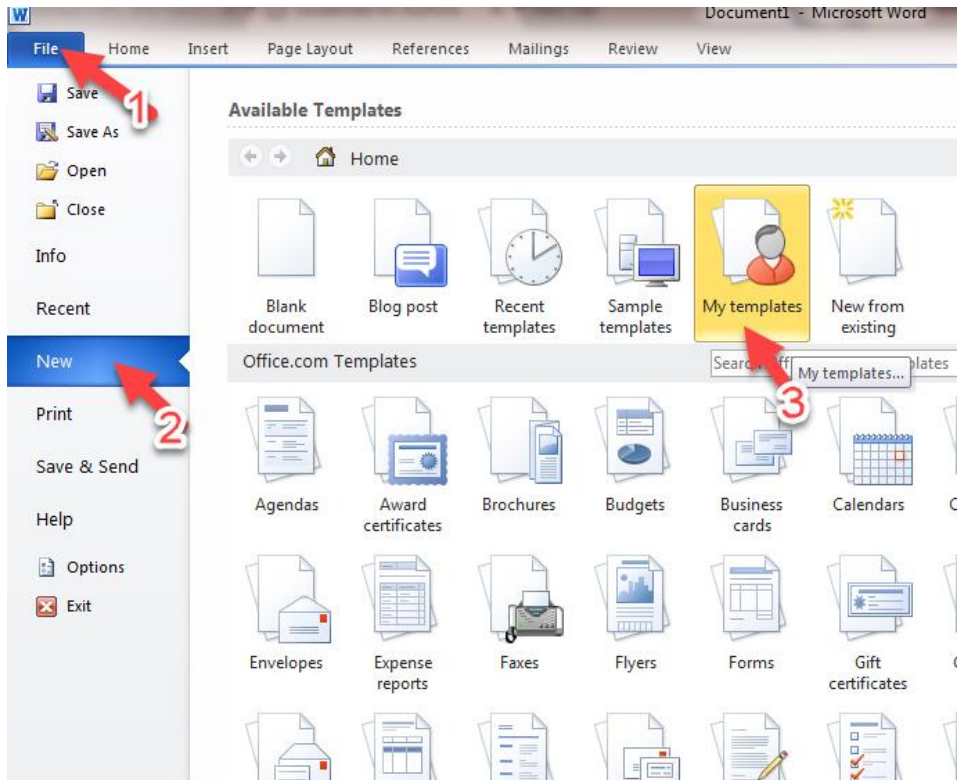**IJLS STYLE SHEET**

Please click HERE to download our Microsoft Word "manuscript template" which you can then use to prepare all of your manuscripts for *IJLS* in future. Alternatively, you may want to directly copy this link http://www.ijls.net/pdf/stylesheet.dotx and paste it into your web browser window to access the template. Once you have downloaded the file into your machine, follow the steps visually described below.
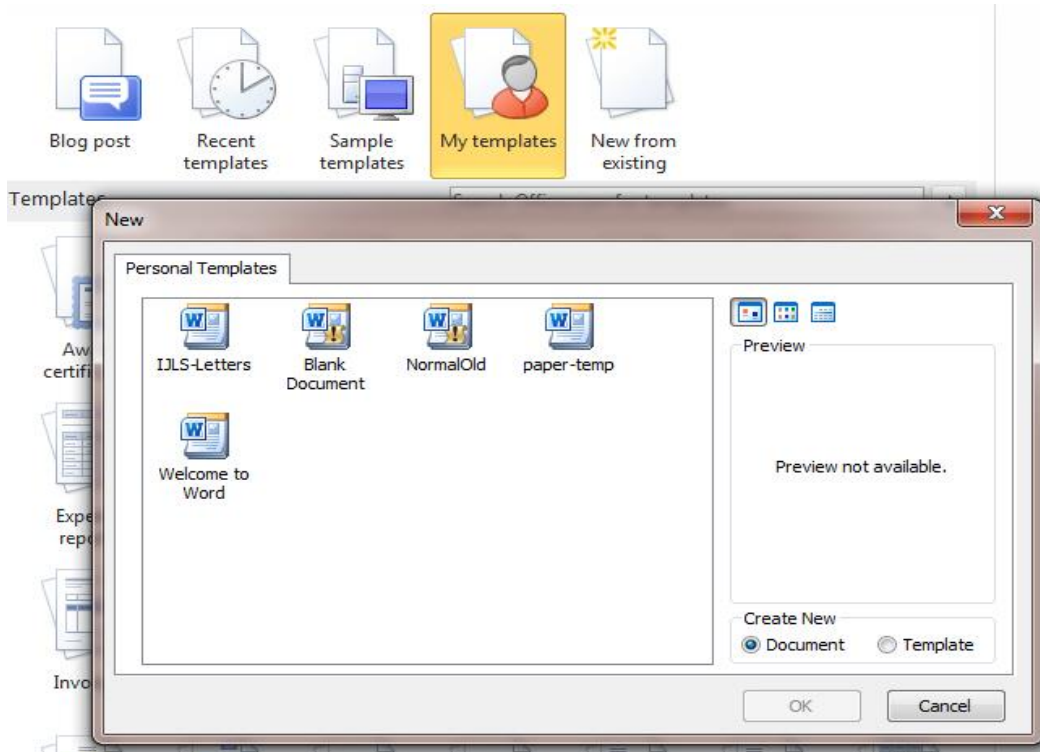
1) Locate the folder into which you have downloaded the "stylesheet.dotx" file, right-click the file, and select copy—as shown in the image below.
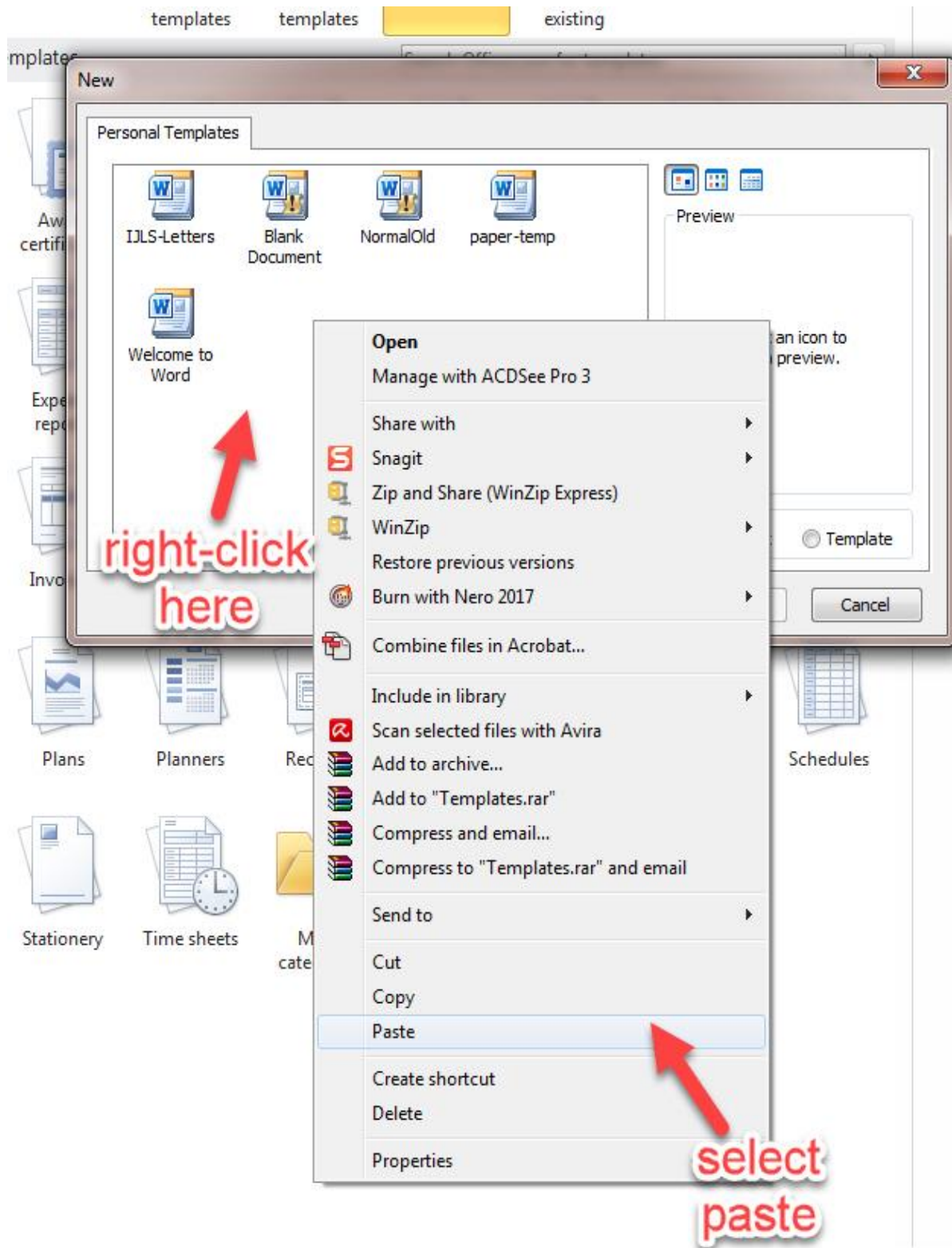
2) Open your Microsoft Word 2007 (or newer versions), then click the FILE menu and go down to NEW, and then click MY TEMPLATES as shown in steps 1, 2, and 3 in the image below.
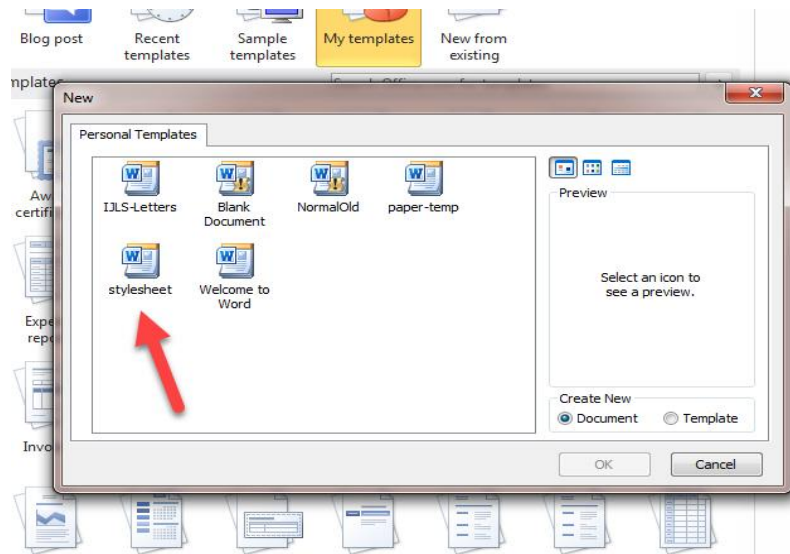

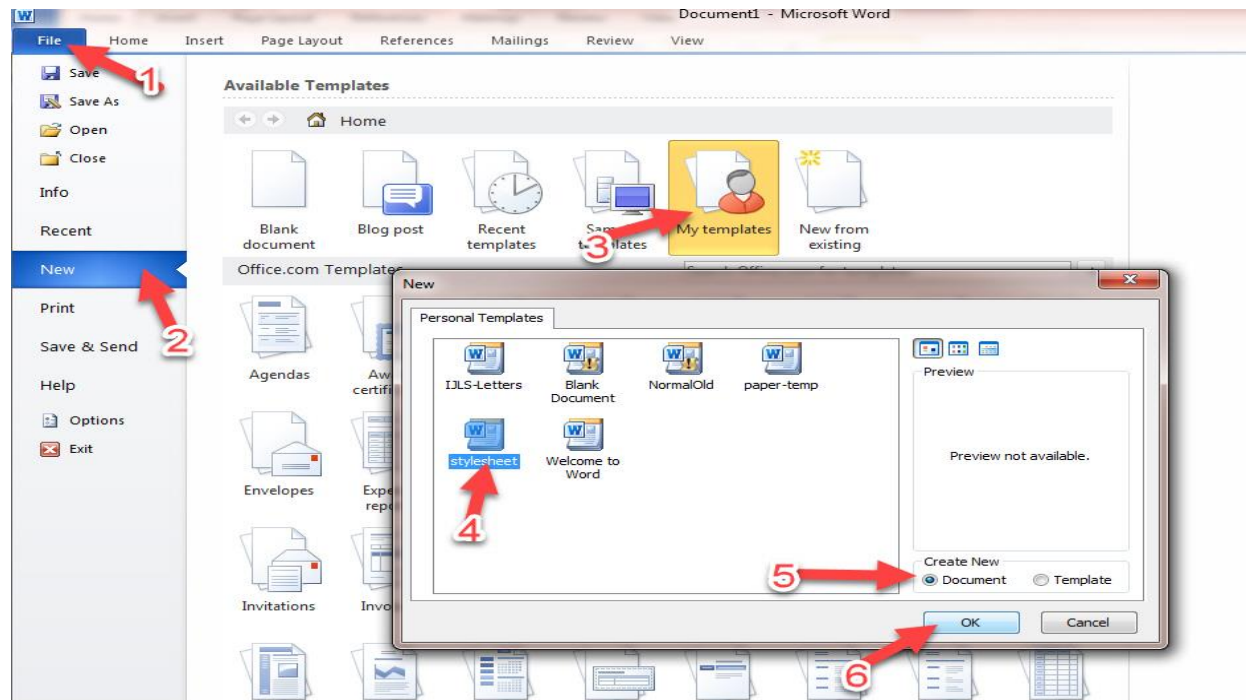This will open your personal templates window as shown below:

3) Now right-click the white space in the window and select paste.

This will add our "manuscript template" (i.e., stylesheet.dotx file) to your personal templates as shown in the image below.

From now on, any time you want to prepare a new manuscript to submit to *IJLS*, you will just need to open you Microsoft Word application, click FILE then NEW then MY TEMPLATES and then STYLESHEET and then OK (as shown in steps 1 to 6 below).

Before you click OK, make sure there is a bullet in the box next to DOCUMENT in the CREATE NEW area (as shown in step 5 in the image above).

Once you click OK, the *IJLS* template will open. Please **DO NOT** change any of the preset formatting settings (i.e., margins, line numbers, watermark, headers, footers, etc.) that we have embedded in the template. Please only use the lines that appear in brown ink to type your paper in the template, then save it with the name 'manuscript' (i.e., manuscript.docx), and then send it to us along with other required files. Please make sure you follow APA Editorial Style in the preparation of your manuscript. A good place where you can find the guide to APA Editorial Style is:

https://owl.english.purdue.edu/owl/resource/560/09/

Alternatively, you may want to see our Author Guidelines page for help:

http://www.ijls.net/pages/authguide.html

Thank you