

Manuscript Preparation

As part of the submission process and to ensure the quality and consistency of the manuscripts, authors are required to comply with the following items. *Langkit* reserves the right to return any submissions that do not adhere to these guidelines.

Manuscript Structure. Manuscript should consist of

1. **Introduction** which includes background, brief review of pertinent published literatures on the subject, rationale/establishment of the gap, statement of the problem, specific objectives of the study, theoretical/conceptual framework.
2. **Review of Related Literature** which includes a comprehensive summary of previous research done on the current topic. This section should help in establishing the gap of the study.
3. **Methodology** which includes research design, locale of the study data gathering procedures and statistical procedures, when applicable.
4. **Results and Discussion** which include presentation of the key results with corresponding discussion, analysis or interpretation. Tables and other illustrative materials may be used.
5. **Conclusion and Recommendations**
6. **List of References**

Language. *Langkit* accepts manuscripts written in English (American English spelling preferred) and/or any Philippine languages provided that an English translation of the abstract is included for the wider audience.

Font and spacing. All texts, except for the list of references, should be double spaced with font size 12. Prescribed font is Times New Roman. First line of the paragraphs should be indented eight spaces to the right.

Length. Manuscripts should be kept at 20 to 30 pages long (A4-size).

Quotations. All quoted words, phrases and sentences should be enclosed in double quotation marks. Quotations within quotations should be enclosed in single quotation marks. Quotations longer than four lines may be set off from the text as block quotations.

Example:

book *Conversations of Intercultural Couples* (2013), she cites lines from Breger and Hill (1998) which elaborate this stance. To them, being involved in an intercultural marriage:

dance sometimes threatening to perform as well as to behold. It is sometimes enriching, but always calls into question deeply held assumptions about the natur

Italic. Italicize non-English terms or phrases in manuscripts written in English, and italicize English language terms or phrases in manuscripts written in non-English or Philippine languages.

Headings.

First-level heading: **Title Case & bold**

Second-level heading: **Sentence case & bold**

Third-level heading: *Sentence case & italic*

Fourth-level heading: Sentence case

Examples:

2. Negotiation of Identities

2.1 Pavlenko and Blackledge (2004) three types of identities

2.1.1 Negotiable identities

2.1.1.1 Imposed (non-negotiable) or assumed (not negotiated)

Table and illustration. Labels of tables should be placed at the top while labels of figures should be placed at the bottom section. Keep all labels as close as to the tables and figures as possible. Labels should be set in sentence case, end with a period, and labelled with Arabic numerals (e.g.: Table 1, Figure 1).

Examples:

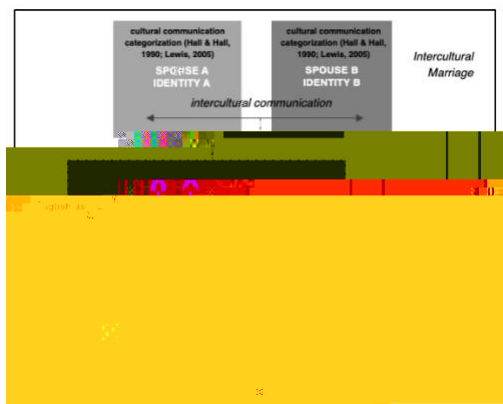


Table 2 Number of marriages by nationality of bride and groom, Philippines: 2015

Release Date: January 24, 2017

	All Nationalities	Philippine	Chinese	Japanese	Other
All Nationalities	414,325	412,095	309	90	303
Male	207,162	205,947	237	45	153
Female	207,163	206,148	72	45	150
Spouse A	1,765	26	1,739	16	14
Spouse B	859	16	843	13	10
Australian	1,005	956	49	0	0
British	304	285	19	0	0
Korean	314	309	5	0	0
Other	41	41	0	0	0

If data for table and figure are taken from another source, include the source. Author holds responsibility for acquiring permission from the appropriate owner, publisher, author etc. of the cited table and/or figure.

Notes. Use footnotes only to a minimum. All notes should be numbered in sequence in Arabic numeral, and placed at the end of the main text.

References and text citations. Use American Psychological Association format in referencing. For in-text citations, follow author-date format. Each citation must agree in both name and date to the reference list. Each citation must be found in the reference list, accordingly. The reference list should be single-spaced with the first line hanging. The author holds responsibility to ensure the accuracy of both in-text citations and reference list. Please refer to these examples or check