

## ***KOTESOL Proceedings 2023 Submission Checklist***

Here is a convenient checklist to complete in making a submission to the *Korea TESOL Journal*.

- ☐ I have read the KOTESOL Proceedings 2023 call for papers and submission guidelines. Available at <https://koreatesol.org/content/kotesol-proceedings>
  - ☐ I have read the Korea TESOL Ethical Standards for Research and Publication. Available at <https://koreatesol.org/content/kotesol-ethical-standards-research-and-publication>
  - ☐ I have followed APA Style Guidelines (7th edition) in creating my research manuscript – especially for tables, figures, in-text citations, and reference list items.
  - ☐ I have familiarized myself with the KOTESOL Proceedings General Guidelines and Formatting Guidelines, which include items that are specific to Proceedings (and possibly different from APA. Available at <https://koreatesol.org/sites/default/files/KOTESOL%20Proceedings%202023%20Guidelines%20and%20Agreement%202023.03.27.pdf>
  - ☐ I have included both an abstract and an introduction in my manuscript.
  - ☐ I have included a biosketch of about 50 words, which includes my email address at the end of the text, after the Conclusions section and just before the reference list, following the model for biosketches.
  - ☐ I have created all tables with the Word table-making tools rather than creating graphic files (following Proceedings style guidelines).
  - ☐ I have proofread my manuscript for grammar, punctuation, capitalization, and spelling mistakes (following APA and Proceedings style guidelines).
  - ☐ I have checked that each item in the reference list also has at least one corresponding in-text citation, and I have also checked that each in-text citation is also listed in full in the reference list.
  - ☐ I have **not** used the formatting function that inserts footnotes at the bottom of the page where the footnoted text appears. Instead, I have placed any footnotes at the end of my manuscript, following the reference list. (N.B. Footnotes are not encouraged.)
  - ☐ I have **not** used the in-text citation function that links an in-text citation to its reference in the reference list.
  - ☐ I have included in my submission email my declaration that my manuscript is original, has not been published before, and is not currently being considered for publication elsewhere.
  - ☐ I am a KOTESOL member. I have checked that my paid membership is current. (Any accepted manuscript can only be considered as “provisional acceptance” until current, paid membership is confirmed.)
  - ☐ I have submitted a signed *KOTESOL Proceedings* Copyright Agreement along with my manuscript. (Any accepted manuscript can only be considered as “provisional acceptance” until a completed copyright agreement is received by the editors from the author of a single authored submission, or from each author of a co-authored submission.)
  - ☐ I have checked that I have adhered to each of the items listed in this checklist.
- Not sure of something on, or not on, this checklist? First, consult the KOTESOL Proceedings pages on the KOTESOL website: <https://koreatesol.org/content/kotesol-proceedings>  
If you cannot find the answer to your query there, contact the editor of *KOTESOL Proceedings 2023* at [2023.KOTESOL.proceedings@gmail.com](mailto:2023.KOTESOL.proceedings@gmail.com)