

# General Guidelines

## *KOTESOL Proceedings 2016*

*KOTESOL Proceedings 2016* submissions should:

1. Be more than just handouts or a lecture outlines and be written so that the content is accessible to a broad readership. If an extended summary was submitted to the Conference Program Guide, the proceedings submission should, at the very least, be an expansion and revision of what appeared there.
2. Be consistent with the guidelines of the *Publication Manual of the American Psychological Association* (APA), 6th ed., especially for in-text citations and reference lists. The following link provides a good introduction to the basics of the APA style:

<http://www.apastyle.org/>

(Click on the tutorial “The Basics of APA Style” or on the tab “Learning APA Style.”)

Note: If the APA style is not followed, your submission may not be considered for inclusion in *Proceedings 2016*.

3. Be limited to no more than 4,000 words (2,000 for panel-discussions and workshop reports).
4. Have an abstract of 150 words or less at the beginning of the article.
5. Follow the general format of:
  - Title
  - Name, Affiliation, Location
  - Abstract [required]
  - Main Body of Paper [including Introduction]
  - The Author(s) [biodata (Required)]
  - References [if any]
  - Selected Resources / Select Readings / Etc. [if any]
  - Appendix / Appendices [if any]
  - Notes (Endnotes) [not encouraged. No bottom-of-page footnotes.]

For reference, look at *Proceedings 2013* articles at: <http://www.koreatesol.org/content/kotesol-proceedings-2013>. See suggested formatting guidelines on pages 3–4 (below).

6. Be accompanied by a biographical statement of up to 100 words just before the reference list section for each author (including author email address), plus any special, brief acknowledgements or notations the author/s wish to include.
7. Be submitted by email attachment to [2016proceedings@gmail.com](mailto:2016proceedings@gmail.com), and include all file graphics as separate attachments as well as incorporated into the manuscript.
8. Be accompanied by an email message that includes contact information: full mailing address, alternate email address(es), telephone numbers.
9. Not have been previously published nor be under consideration for publication elsewhere.
10. Be in a Microsoft Word file format (.doc or .docx), with accompanying attachments of all graphical items in supported file formats. Figure captions should not be part of the graphic.

11. Be accompanied by a signed Copyrights Agreement form, scanned and submitted as an email attachment.
12. Be submitted no later than **January 15, 2017**.

We strongly recommend you do not exceed 10 pages (4,000 words, less tables or figures). If word-count restrictions (2,500 – 4,000) are problematic, consult the editors-in-chief.

### **Additional Does and Don'ts**

- Do not underline titles, etc.
- Do not hyphenate to divide words at the end of lines.
- Do not insert more than a single character-space between words and sentences.
- Do not use automated functions for (a) citations/references, (b) footnotes or endnotes, or for (c) editing/tracking.
- Be sure that your in-text citations and reference list references correspond; i.e., each citation must be in the reference list, and each reference must be cited in the text.
- Be sure that all references are complete in content (author, date, title of work, title of book/journal, page numbers, publisher location, publisher, etc.).
- Be sure that references strictly follow APA guidelines as set forth in the *Publication Manual of the American Psychological Association* (6th edition).
- Write in a scholarly research paper style with text that is fluent, grammatical, and correctly punctuated and spelled (using APA spelling standards, and using the Oxford comma consistently).

**Note.** Non-compliance with any one of the three “does” immediately above could result in the non-acceptance of your submitted manuscript.

### **Disclaimer**

KOTESOL retains the right to edit submissions to enhance spelling, grammar, clarity and style. The editors reserve the right to edit all copies for length, style, and clarity, without prior notification to authors. Material published in the Proceedings should not be construed to have the endorsement of Korea TESOL or its officers. Submissions in disagreement with these guidelines may not be accepted for publication.

### **Supported File Formats**

Text files: Microsoft Word 2015, or earlier versions, are preferred. Please do not send files in Hangul (.hwp).

Graphics: All graphics should be both inserted in the appropriate place within the text file and submitted as separate graphic files. The preferred formats for graphics are JPEG for continuous tone images and BMP (bitmap) for mono- or duo-tone images. Inclusion of non-table, non-graph artwork is not guaranteed. Due to size limitations, some artwork may not be published.

||||||| Copyright Agreement on page 5 below. |||

## Formatting for Publication

Your article will be formatted for publication according to the style notes below. We strongly suggest that submissions be formatted according to this style guide.

Style Title	Style Notes (TNR = Times New Roman)
The body of the article	Times New Roman 12, first line indented at 1.27cm, justified
<b>Article Title</b>	<b>TNR 18 Bold, not indented not centered</b>
Author's name	TNR 14, line space above
<i>Author's workplace/ affiliation, city, nation</i>	<i>TNR 12 italicized</i>
The abstract	150 words or less. Leave a line space above and below the abstract. TNR 11, indented 1cm left and right
<b>LEVEL 1 HEADINGS</b>	<b>TNR 14 BOLD, ALL CAPS (LARGE &amp; SMALL), LINE SPACE ABOVE AND BELOW</b>
<b>Level 2 Headings</b>	<b>TNR 13 Bold, line space above and below</b>
<b>Level 3 Headings</b>	<b>TNR 13 Bold, line space above, but no space below</b>
Quotations	TNR 11, indented 1.27cms left and right, line space above and below
<b>Table Headings</b>	<b>TNR 13 Bold, no space above or below. Located above table. (Heading is part of table. See sample below.)</b>
<b>Figure Captions</b>	<b>TNR 12 Bold for short captions; no space above.</b> Longer explanations not bold. Located under figure. (Caption is part of figure where possible. See sample below.)
Table text	TNR 10
<b>'THE AUTHOR' 'REFERENCES' (HEADING FOR THE AUTHOR BIO, AND FOR THE REFERENCES)</b>	<b>TNR 12, ALL CAPS (LARGE &amp; SMALL), SPACE ABOVE BUT NOT BELOW</b>
The author biodata	100 words or less per author, begin with author's name, include the author's email address at the end, in this format: "Email: email@email.email" TNR11
References in the reference list	TNR 11, no first line indent, hanging indented 1.27cm, no space above or below. Strictly APA style.

## Sample References

- Allen, I. E., & Seaman, J. (2008). *Online nation: Five years of growth in online learning*. Retrieved from <http://www.sloan-c.org/resources/onlinenation.pdf>
- Bos, N., & Shami, N. S. (2006). Adapting a face-to-face role-playing simulation for online play. *Educational Technology Research and Development*, 54, 493–521.
- Kemmis, S. (2001). Exploring the relevance of critical theory for action research: Emancipatory action research in the footsteps of Jurgen Habermas. In P. Reason & H. Bradbury (Eds.), *Handbook of action research: Participative inquiry and practice* (pp. 91–103). London, UK: Sage.
- Russell, T. (2001). *The no significant difference phenomenon*. Raleigh, NC: North Carolina State University Press.

## Sample Table

**TABLE 1. Participant Details**

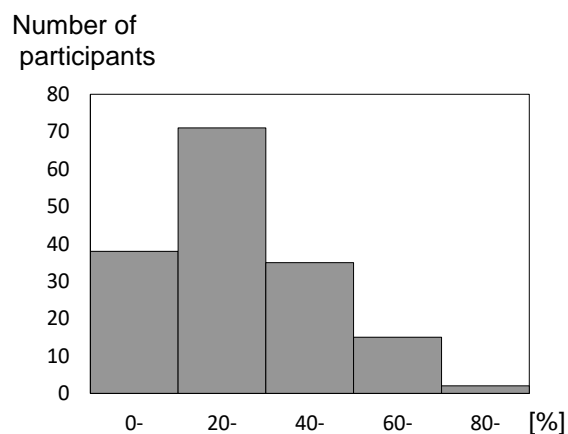
Participant	Type of Online Doctoral Program	Domestic/International	Country of Program	Country of Residence	NES/NNES	Type of Master's Degree
1	Hybrid	Domestic	US	US	NES	Online
2	Hybrid	Domestic	US	US	NNES	Face-to-Face
3	Hybrid	Domestic	US	US	NNES	Face-to-Face
4	Fully Online	International	UK	Korea	NES	Online
5	Fully Online	International	UK	Korea	NES	Online
6	Hybrid	International	US	Korea	NES	Online
7	Hybrid	Domestic	US	US	NNES	Face-to-Face

*Note.* NES = native English speaker, NNES = nonnative English speaker.

Note that:

- All vertical lines are invisible.
- All horizontal table lines are invisible except those above and below column headings, and the one at the bottom of the body of the table.
- The line below the table heading is double-lined, ½ pt.
- The line below the column headings is single-lined, ½ pt.
- The line at the bottom of the table is single-lined, 1½ pt.
- The table heading at the top and the note at the bottom are part of the table, with outermost lines being invisible.

## Sample Figure



**FIGURE 1. Distributions of participants by choosing voice in English:** Number of participants choosing [z] for word-final ‘s’ [s].

Note that:

- Figures have captions, not headings.
- Everything that is not a table is labeled “Figure.” Nothing is labeled “Chart,” “Diagram,” “Illustration,” “Graphic,” etc.

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