General Guidelines

*KOTESOL Proceedings 2019*

*KOTESOL Proceedings 2019* 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/

   (For the tutorial “The Basics of APA Style,” click on: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx)

   Note: If APA style is not followed, your submission may not be considered for inclusion in *Proceedings 2019*.

3. Be limited to no more than 4,000 words for research papers (2,000 for panel-discussions and workshop reports).

4. Be limited to a title of 10 words.

5. Have an abstract of 150 words or less at the beginning of the article.

6. Follow the general format of:

   - Title
   - Name, Affiliation, Location
   - Abstract [required]
   - Main Body of Paper [including Introduction; and if it is a research report, including Method, Results, Discussion, and Conclusions sections]
   - The Author(s) [biodata (Required)]
   - References [if any]
   - Selected Resources / Select Readings / Etc. [if any (not encouraged)]
   - Appendix / Appendices [if any]
   - Notes (Endnotes) [not encouraged. No bottom-of-page footnotes. No automatic footnote formatting]

   For reference, look at *Proceedings 2016* articles at:
   https://koreatesol.org/content/kotesol-proceedings-2016

   See suggested formatting guidelines on pages 3–4 (below).

7. Be accompanied by a biographical statement of up to 100 words just before the reference list section for each author (Beginning with author name, written in the third person, and including author email address), plus any special, brief acknowledgements or notations the author/s wish to include.

8. Be submitted by email attachment to 2019proceedings@gmail.com and include all file
graphics as separate attachments as well as incorporated into the manuscript.

9. Be accompanied by an email message that includes contact information: alternate email address(es), telephone numbers.

10. **Not have been previously published** nor be under consideration for publication elsewhere.

11. 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.

12. Be accompanied by a **signed Copyrights Agreement** form, scanned and submitted as an email attachment.

13. Be submitted no later than **January 15, 2020**.

We strongly recommend you do not exceed 10 pages (for research papers: 4,000 words, less tables or figures). If word-count restrictions (2,500 – 4,000) are problematic, consult the editors at the email address above.

**Additional Do’s 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.).
- 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 – serial comma – consistently).

**Note.** Non-compliance with any one of the three “do’s” 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 also reserve the right to edit submissions 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 later versions, are preferred. Please do not send files as 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 / JPG for continuous tone images and 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.

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.

<table>
<thead>
<tr>
<th>Style / Title</th>
<th>Style Notes (TNR = Times New Roman)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The body of the article</td>
<td>Times New Roman 12, first line indented at 1.27cm, justified</td>
</tr>
<tr>
<td>Article Title</td>
<td>TNR 18 Bold, not indented, not centered</td>
</tr>
<tr>
<td>Author’s name</td>
<td>TNR 14, line space above</td>
</tr>
<tr>
<td>Author’s workplace or affiliation, city, nation</td>
<td>TNR 12 italicized</td>
</tr>
<tr>
<td>The abstract</td>
<td>150 words or less. Leave a line space above and below the abstract. TNR 11, indented 1.27cm left and right</td>
</tr>
<tr>
<td>LEVEL 1 HEADINGS</td>
<td>TNR 16 BOLD, LARGE &amp; SMALL CAPS, LINE SPACE ABOVE AND BELOW HEADING</td>
</tr>
<tr>
<td>Level 2 Headings</td>
<td>TNR 13 Bold, line space above and below</td>
</tr>
<tr>
<td>Level 3 Headings</td>
<td>TNR 13 Bold, line space above, but no space below</td>
</tr>
<tr>
<td>Quotations</td>
<td>TNR 11, indented 1.27cm left and right, line space above and below. (For quotations of 40 words or more.)</td>
</tr>
<tr>
<td>Table Headings</td>
<td>TNR 13 Bold, no space above or below. Located above table. (Heading is part of table. See sample below.)</td>
</tr>
<tr>
<td>Figure Captions</td>
<td>TNR 12 Bold for short captions; no space above. Longer explanations not bold. Located under figure.</td>
</tr>
<tr>
<td>Table text</td>
<td>TNR 10</td>
</tr>
<tr>
<td>‘THE AUTHOR’ ‘REFERENCES’ (HEADING FOR THE AUTHOR BIO, AND FOR THE REFERENCES)</td>
<td>TNR 12, LARGE &amp; SMALL CAPS, 2 SPACES ABOVE AND 1 BELOW.</td>
</tr>
<tr>
<td>The author biodata</td>
<td>100 words or less per author, begin with author’s name, include the author’s email address at the end, in this format: “Email: <a href="mailto:email@email.email">email@email.email</a>” TNR11</td>
</tr>
<tr>
<td>References in the reference list</td>
<td>TNR 11, no first line indent, hanging indent indented 1.27cm, no space above or below. Strictly APA style.</td>
</tr>
</tbody>
</table>

SAMPLE REFERENCES


※ Use DOI index instead of URL in references wherever possible.

Sample Table

**TABLE 1. Participant Details**

<table>
<thead>
<tr>
<th>Participant</th>
<th>Type of Online Doctoral Program</th>
<th>Domestic/International</th>
<th>Country of Program</th>
<th>Country of Residence</th>
<th>NES/NNES</th>
<th>Type of Master’s Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Hybrid Domestic</td>
<td>US</td>
<td>US</td>
<td>NES</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Hybrid Domestic</td>
<td>US</td>
<td>US</td>
<td>NNES</td>
<td>Face-to-Face</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hybrid Domestic</td>
<td>US</td>
<td>US</td>
<td>NNES</td>
<td>Face-to-Face</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Fully Online International</td>
<td>UK</td>
<td>Korea</td>
<td>NES</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Fully Online International</td>
<td>UK</td>
<td>Korea</td>
<td>NES</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Hybrid International</td>
<td>US</td>
<td>Korea</td>
<td>NES</td>
<td>Online</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Hybrid Domestic</td>
<td>US</td>
<td>US</td>
<td>NNES</td>
<td>Face-to-Face</td>
<td></td>
</tr>
</tbody>
</table>

*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. (Additional horizontal lines may be necessary to separate sections of text-heavy tables.)
- The line below the table heading in 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.
- Figure number and accompanying description/explanation should not be part of the graphic but rather appear under the graphic (as above).

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KOTESOL Proceedings 2019

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