

General Guidelines: KOTESOL Proceedings 2012

KOTESOL Proceedings 2012 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 will not be considered for inclusion in the 2012 Proceedings.
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
 - Abstract [Required]
 - Main Body of Paper
 - The Author(s) [biodata (Required)]
 - References [if any]
 - Selected Resources / Select Readings / Etc. [if any]
 - Appendix / Appendices [if any]
 - Notes (Endnotes) [not encouraged]
6. Be accompanied by a biographical statement of up to 100 words just before the reference list section for each author, plus any special, brief acknowledgements or notations the author/s wish to include.
7. Be submitted by email attachment to 2012proceedings@gmail.com, and include all file graphics as attachments.
8. Be accompanied by an email message that includes contact information: full mailing address, alternate email address(es), telephone numbers (and fax number, if available).
9. Not have been previously published nor be under consideration for publication elsewhere.
10. Be in a Microsoft Word file format (.doc or .docx), accompanied by attachments of all graphical items (see below for supported file formats.)
11. Be accompanied by a signed Copyrights Agreement form, scanned and submitted as an email attachment.
12. Be submitted no later than **15 January 2013**.

We strongly recommend you do not exceed 10 pages (4,000 words, less tables or figures), do not underline titles, etc., do not hyphenate at the end of lines, and insert only a single space

between words and sentences.

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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.

*****please see the Copyright Agreement on page 3*****

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