

General Guidelines



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AsiaTEFL Proceedings 2023 article submissions:

1. Are not “peer-reviewed” and receive only minimal text editing and page-design modification, therefore it is critical that submissions are “ready to publish.” Submissions that fail to meet these publication standards may be immediately rejected.
2. May only name authors who participated materially in the development of the study under discussion. **The First [and if any, the Second] named author(s) must have been a registered presenter at the AsiaTEFL 2023 International Conference.** *Any additional listed authors need not have been registered at the conference.*
3. Should be consistent with the guidelines of the *Publication Manual of the American Psychological Association (APA), 7th ed.*, especially for in-text citations and reference lists. The following links provide good introductions to the basics of the APA style:
<http://www.apastyle.org/>
(For the tutorial “Introducing the Basics of Seventh Edition APA Style tutorial,” go to:
<https://apastyle.apa.org/blog/basics-7e-tutorial> and
https://owl.purdue.edu/owl/research_and_citation/apa_style/
Note: If APA style is ignored a submission may be rejected from inclusion in the *Proceedings*.)
4. Should be within 3,500 to 8,500 words, including Abstract, References and Appendices.
5. Should have an abstract of 200 words or less at the beginning of the article, followed by a set of keywords (not more than six terms/phrases totaling 10 words or less, separated by semi-colons).
6. Must comply with the formatting guide herein – refer to the Template document attached.
7. Should follow the general format of:
 - Title
 - Name, Affiliation, Location
 - Abstract and Keywords
 - Main Body of Paper [including Introduction]
 - Acknowledgements [optional]
 - The Author(s) [biographical statement (Required) not exceeding 100 words per author]
 - Authors’ Contributions [if more than one author]
 - Author’s Note [optional]
 - Notes [notes are discouraged. No bottom-of-page footnotes. No automatic footnote formatting.]
 - References [Do **not** use an automatic citation function in your manuscript.]
 - Appendix/Appendices [if any]

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

8. Must include a biographical statement (The Authors) of 100 words or less for each author following the Main Body of Paper and prior to References (beginning with author name,

written in the third person, and [optional] including author's email address and [optional] ORCID number).

9. If desired, may include Acknowledgments – a very brief recognition of funding sources or important contributory services or financial or legal obligations. This section precedes the bibliographical statement. OPTIONAL – see yellow-highlighted example in in the Template.
10. If desired, may include an Author's Note – brief acknowledgements or notations the author/s wish to include. This section follows The Authors (and Contributions, if needed), prior to References. OPTIONAL – highlighted in Yellow in the Template.
11. Must include a "Conflict of Interest Statement." (This typically would appear in either Acknowledgements or Author's Note, or may replace either of these sections with a section titled "Conflict of Interest Statement.")
12. **If more than one author, must include a statement of Authors' Roles** – a brief description of each author's contribution to the paper being presented – e.g., conceptualization/design of the study, data collection/acquisition, data analysis, evaluation, writing, development of imagery. This could be presented as a short table using Authors' initials and a short (3-5 word) summary of their participation. *Each listed author must have made a substantial contribution to the paper; must have reviewed the full submission, and are equally responsible for any errors or omissions.* In general, the first author should be that person who contributed most to the work. More modest support for the paper (non-authorship) should be recognized in the Author's Note or Acknowledgements.
13. Submitted **by email attachment** to asiatefl2023@asiatefl.org **Not Later Than September 29th, 2023.**
14. The email should use the **Subject Line "SUBMISSION - AsiaTEFL 2023 Proceedings"**.
15. Must be accompanied by an email message that includes preferred contact information: alternate email address(es), etc.
16. Must include all file graphics as separate attachments **as well as** these images being incorporated into the manuscript file in the (roughly) appropriate location within the text.
17. Must include in the email a statement that **the submission has not have been previously published** nor be currently under consideration for publication elsewhere.
18. Must be accompanied by a **signed Copyright Agreement** form, which is scanned or photographed and submitted as an email attachment.
19. Should be in a Microsoft Word file format (.doc or preferably .docx), with accompanying attachments of all graphical items in supported file formats. Figure titles/captions should **not** be part of the graphics, must be included in the manuscript as typed (text).

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 have a reference item in the reference list, and each reference item must be cited in the text).
- Be sure that each reference item is as complete in content as possible (i.e., author, date, title

of work, title of book/journal, page numbers, publisher, DOI/URL, etc.).

- Be sure that references and in-text citations strictly follow APA guidelines as set forth in the *Publication Manual of the American Psychological Association* (7th edition).
- Be sure to write in a scholarly research paper style with text that is fluent, grammatical, and correctly punctuated and spelled – spelling and grammar may follow any global variety, but it must be consistent across the paper (except where quoting text from others – do not change the grammar/spelling in quoted text).

Supported File Formats

Manuscript files: DOC or DOCx (Microsoft Word 2015, or later versions, are preferred). RTF is accepted. PDF files or file formats not supported by Microsoft Word will not be accepted.

Graphics: All graphics should be both inserted in the appropriate location within the manuscript file and submitted as separate graphic files. All text in graphics must also follow APA 7th edition. The preferred formats for graphics are JPEG / JPG / PNG.

Formatting for Publication

Your article should be formatted for publication according to the style notes below. We strongly suggest that submissions be formatted according to this style guide. A Template is also available for your convenience. Notice that nothing is “centered” except the title for Appendices.

Style / Title	Style Notes (TNR = Times New Roman) [12 words or less]
The body of the article	Times New Roman (TNR) 12, first line indented at 1cm, justified
Article Title	TNR 18 Bold, not indented, not centered
Author’s name	TNR 14, line space above
<i>Author’s workplace or affiliation, city, nation</i>	<i>TNR 12 italicized</i>
Abstract text	200 words or less. Leave a line space above and below the abstract. TNR 11, indented 1cm left and 0.5cm right
Keywords:	6 items maximum or 10 words maximum (whichever comes first). TNR 11, indented as abstract. Items separated by semi-colon.
LEVEL 1 HEADINGS	TNR 16 BOLD, LARGE & SMALL CAPS. 2 LINE SPACES ABOVE AND 1 LINE SPACE BELOW HEADING
Level 2 Headings	TNR 13 Bold, 1 line space above and 1 space below
Level 3 Headings	TNR 12 Bold, 1 line space above, but no space below
Long Quotations	TNR 11, indented 1cm left and 0.5cm right. Line space above and below. (For quotations of 40 words or more.)
Table Headings	TNR 12 Bold, no space above or below. Top line of table. (Heading is part of table. See sample below.)
Figure Headings	TNR 12 Bold, no space above or below. Top line of figure. Longer explanations not bold; located under figure, as <i>Note</i> . (TNR 10).
Table text	TNR 10
‘THE AUTHOR(S)’ ‘AUTHOR’S(S’) NOTE’ ‘REFERENCES’ (AND OTHER HEADINGS)	TNR 12, LARGE & SMALL CAPS, 2 LINE SPACES ABOVE AND 1 BELOW. Note that only ‘Appendix’ (Appendices) is centered.

Style / Title	Style Notes (TNR = Times New Roman) [12 words or less]
The author biodata	TNR 11. 100 words or less per author, begin with author's name, may include the author's email address at the end, in this format: Email: email@email.email include hyperlink and may include ORCID ID.
References in the reference list	TNR 11, no first line indent, hanging indent indented 1cm, no space above or below. Strictly APA 7 style.

SAMPLE REFERENCES

- Allen, I. E., & Seaman, J. (2008). *Online nation: Five years of growth in online learning*. <http://www.sloan-c.org/resources/onlinenation.pdf>
- Blair, K., & Hoy, C. (2006). Paying attention to adult learning online: The pedagogy and politics of community. *Computers and Composition*, 23(1), 32–48. <https://doi.org/10.1016/j.compcom.2005.12.006>
- 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). SAGE.
- Russell, T. (2001). *The no significant difference phenomenon*. North Carolina State University Press.

✧ Use DOI index instead of URL in references wherever possible. Active hyperlink.

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 hidden/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 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.
- The table heading at the top and the Note at the bottom are part of the table.

Sample Figure

FIGURE 1. Ability Modifiers

Abilities	
Dexterity	30
Intelligence	60
Strength	90

Note. The three values, 30, 60, and 90, may each be used only once.

Note that:

- Figures have headings; explanations occur as “*Note.*” beneath the figure (TNR 10). Caption-like material becomes part of the “*Note.*”
- 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 outside the graphic (as above).