

CLESOL 2008 Proceedings Style Guide

Below is the required formatting style.

Overall Format: APA

Page Set-up: A4 portrait

Font: Times New Roman, 12 point uniformly throughout

Title Page: **Title** – 12 point, centred, no bold or underlining
Names of the author/s, name of institution and email address
Abstract - 100-150 words in italics 12 point,

Margins: 2.5 cm all round
Indent new paragraphs 1/2", with a blank line before/after extended quotations and examples
Quotations longer than forty words should have each line indented 1/2" from the left margin, with a blank line before/after, no quotation marks

Section titles: 12 point, centred, no bold or underlining

Subheadings: 12 point, left justified, no bold or underlining

Referencing: No footnotes or endnotes; use APA referencing format

Layout: Tables, figures, diagrams and graphics must be embedded in the Word file – a blank line either side
For tables, etc, put the titles above and left justified. Titles should be concise
Use capitals for titles eg: Figure 1: Mean Engaged Time and Test Scores
No headers, footers, or page numbers

See the model layout given on the next page.

All papers must be in MS Word (either 2003 or 2007 versions) and submitted as an e-mail attachment by the deadline. The subject line of your email should include 'CLESOL08 proceedings' and your name. In the body of your email, please include your contact details and the title of your paper.

Submit to: hayley@paardekooper.co.nz.

Thank you and Good Luck!

Title of your paper
Your name and co-author's name
Your institution
Address
Email:

Abstract

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Introduction

Rationale

Sub-headings (like Rationale) should be left-justified, while section titles (like Introduction) should be centered. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

The paper is both left- and right-justified (ie full justification). Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

New paragraphs start ½” from the left margin, by using the ruler above. However, this does not apply to paragraphs immediately after headings. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.

Methodology

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Notice how (i) this extended quotation has no quotation marks, (ii) it has a blank line before it and after it, and (iii) the whole paragraph (not just the first line) is ½” from the left margin, by using the ruler above. Lorem ipsum dolor sit amet, consectetur adipisicing elit.

Alternatively, you could do it like this.

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(Smith, 2007, p.46)

Review of the literature

Do not use footnotes or endnotes. Instead, put the reference in the sentence. Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua (Brown, 2003).

Use APA format for references. If you are not sure of APA format, see www.waikato.ac.nz/library/learning/g_apaguide.shtml.

If you include a table or other diagram, format it like this.

Figure 1: Mean Engaged Time and Test Scores

Learner	Mean Engaged Time	Test Score
Annabel	13.0	63
Brian	9.5	57
Christine	12.25	60
Daniel	7.75	74

References

- Brown, F. (2003). *Teaching English Language*. London: Capital Press.
- Collins, H. (2005). Teaching English to Indonesian speakers. In F. Dalton & J. Graham (Eds.) *Teaching English abroad* (pp. 35-41). Wellington: Victoria Books.
- Jones, P. (2004). Teaching uncountable nouns. *Language Journal*, 4(2), 64-75.
- Smith, M. (2001). *Reflective Teaching*. Retrieved 23 September 2008 from www.upr.ac.xx/arts/language/smith/reflectivelearning