

General Guidelines

KOTESOL Proceedings 2024



KOTESOL Proceedings 2024 submissions:

1. Should 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. 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 link provides a good introduction to the basics of the APA style:

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

(For the tutorial “Introducing the Basics of Seventh Edition APA Style tutorial,” click on: <https://apastyle.apa.org/blog/basics-7e-tutorial>)

Note: If APA style is not followed, your submission may not be considered for inclusion in *Proceedings 2024*.

3. Should be limited to no more than 5,000 words (2,500-word lower limit) for research papers (about 2,000 for panel discussions and workshop reports).
4. Should be limited to a title of 10 words.
5. Should have an abstract of 150 words or less at the beginning of the article.
6. Should follow the general format (for research-based, quantitative papers) 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. Do **not** use the automated citation function in your manuscript.]
 - Selected Resources / Select Readings / Etc. [if any (but not encouraged)]
 - Appendix/Appendices [if any]
 - Notes (Footnotes, Endnotes) [not encouraged. No bottom-of-page footnotes. No automatic footnote formatting]

For reference, check the *Proceedings 2021* articles at:

<https://koreatesol.org/content/kotesol-proceedings-2021>

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

7. Should 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 acknowledgments or notations the author/s wish to include.
8. Should be submitted by email attachment to 2024.kotesol.proceedings@gmail.com and include all file graphics as separate attachments as well as incorporated into the manuscript.
9. Should be accompanied by an email message that includes preferred contact information: alternate email address(es), etc.

10. **Should not have been previously published** nor be under consideration for publication elsewhere. This should also be stated in your email submission message.
11. 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 graphic.
12. Should be accompanied by a **signed Copyright Agreement** form, scanned and submitted as an email attachment.
13. Should be submitted no later than **June 30, 2024**.

We strongly recommend that you do not exceed 10 pages (for research papers: 5,000 words, less tables or figures). If word-count restrictions (2,500 – 5,000) are problematic, consult the editor 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 also appear in the reference list, and each reference item 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, 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 (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

Manuscript files: DOC or DOCx (Microsoft Word 2015, or later versions, are preferred). Please do not submit 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 and PNG 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. In creating graphics remember that the print version is in black and white only.

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
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>
The abstract	150 words or less. Leave a line space above and below the abstract. TNR 11, indented 1.27cm left and right
LEVEL 1 HEADINGS	TNR 16 BOLD, LARGE & SMALL CAPS, 2 LINE SPACES ABOVE AND 1 BELOW HEADING
Level 2 Headings	TNR 13 Bold, line space above and below
Level 3 Headings	TNR 13 Bold, line space above, but no space below
Quotations	TNR 11, indented 1.27cm left and right, line space above and below. (For quotations of 40 words or more.)
Table Headings	TNR 12 Bold, no space above or below. Located above table. (Heading is part of table. See sample below.)
Figure Headings	TNR 12 Bold; line space above. Longer explanations not bold. Located under figure, as <i>Note</i> . (TNR 10).
Table text	TNR 10
'THE AUTHOR' 'REFERENCES' (HEADING FOR THE AUTHOR BIO, AND FOR THE REFERENCES)	TNR 12, LARGE & SMALL CAPS, 2 SPACES ABOVE AND 1 BELOW.
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 example format: "Email: username@domain.com" TNR11
References in the reference list	TNR 11, no first line indent, hanging indent 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*. <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.

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

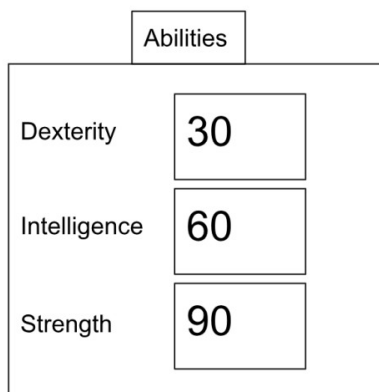
Note. NES = native English speaker; NNES = nonnative English speaker.

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 thick 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. Ability Modifiers



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).