General Guidelines
Korea TESOL Journal

Korea TESOL Journal submissions:

1. 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," go to: https://apastyle.apa.org/blog/basics-7e-tutorial
   Note: If APA style is ignored, a submission may not be considered for inclusion in the *Korea TESOL Journal*.

2. Should be within 5,000 to 8,000 words for research papers (approximately 2,500 for brief reports).

3. Should be limited to a title of 10 words.

4. Should have an abstract of 150 words or less at the beginning of the article, followed by a set of keywords.

5. Should follow the general format (for research-based 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 [Do **not** use the automatic citation function in your manuscript.]
   - Appendix/Appendices [if any]
   - Notes (Footnotes, Endnotes) [not encouraged. No bottom-of-page footnotes. No automatic footnote formatting]

   For reference, check the *Korea TESOL Journal* articles at:
   https://koreatesol.org/content/korea-tesol-journal
   See suggested formatting guidelines on pages 3–4 (below).

6. Should be accompanied by a biographical statement of 100 words or less for each author and located just before the reference list section (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 and located before the bio statement.

7. Should be submitted by email attachment to **journal@koreatesol.org** and include all file graphics as separate attachments as well as incorporated into the manuscript.

8. Should be accompanied by an email message that includes preferred contact information: alternate email address(es), etc.

9. Should include in the email a statement that **the submission has not have been previously published** nor be under consideration for publication elsewhere.

10. 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.

11. Should be accompanied by a **signed Copyright Agreement** form, scanned and submitted as an email attachment.

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 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 (using APA spelling standards and using the Oxford comma [i.e., serial comma] consistently).

Note. Non-compliance with any of the three "do's" immediately above could result in the non-acceptance of your submitted manuscript.

Disclaimer

KOTESOL retains the right to copy-edit submissions to enhance spelling, grammar, clarity, and style. (Authors will be provided with the opportunity to review and approve such copy-editing). Material published in the *Korea TESOL Journal* 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). Files in Hangul (HWP) formatting 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. As the journal is printed in black-and-white, color-coded graphs and other graphics may not display well, in which case they will not be accepted. The preferred formats for graphics are JPEG / JPG / PNG for continuous tone images and for mono- or dual-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 should 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) [12 words or less]
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
Author's workplace or affiliation, city, nation	*TNR 12 italicized*
The abstract	150 words or less. Leave a line space above and below the abstract. TNR 11, indented 1.27cm left and right
Keywords:	5 items maximum or 10 words maximum (whichever comes first). TNR 11, indented as abstract.
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 13 Bold, 1 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. 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 *Note*. (TNR 10).
Table text	TNR 10
'THE AUTHOR' 'REFERENCES' (HEADING FOR THE AUTHOR BIO, AND FOR THE REFERENCES)	TNR 12, LARGE & SMALL CAPS, 2 LINE SPACES ABOVE AND 1 BELOW.
The author biodata	TNR 11. 100 words or less per author, begin with author's name, include the author's email address at the end, in this format: "Email: email@email.email"
References in the reference list	TNR 11, no first line indent, hanging indent indented 1.27cm, 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.

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

Sample Figure

FIGURE 1. Ability Modifiers
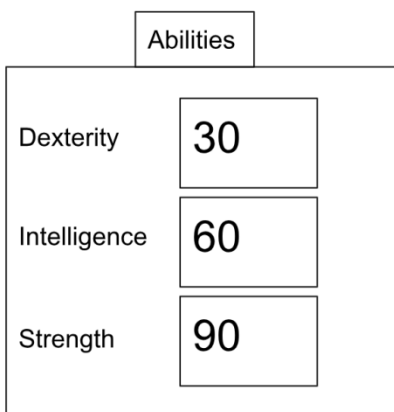
Note. The three values, 30, 60, and 90, may each be used only once.

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).