Conference Proceedings: Writer's Guidelines

I.   Types of papers

Plenary Paper
These papers represent mature research work at the state-of-the-art level.
4,000–6,000 words (not including title and reference pages)

Feature Articles
2,000–4,000 words (not including title and reference pages)
Feature articles should provide clear and concise analysis, criticism, discussion, or presentation of key topics in today's ESL/EAP/EMI landscape. Appropriate topics include, but are not limited to, multiliteracies, teacher preparation, research methods and topics, curriculum, assessment, and policy. Manuscripts should clearly connect to current debate and theory and, when appropriate, should include examples.
Articles should address outcomes and implications for English language teaching and learning.

Classroom Explorations / Practitioner's Report
2,000–3,000 words (not including title and reference pages)
This category offers a forum for ESL/EFL teachers and students to share personal perspectives on their own learning, issues, challenges, successes, and stories that will provide valuable information to practitioners in terms of developing multiple perspectives on language instruction. Submissions may address the range of issues that students' learning English as a second, foreign, or additional language experience. Each submission should be based in a theoretical, conceptual, or research perspective, briefly outlined and supported in the first paragraph.

Although researchers are welcome to submit, preference for publication will be given to articles that are written by classroom teachers or students, include a student as a co-author, or focus on student voice as a central emphasis of the article.

Teaching Materials
2,000–3,000 words (not including title and reference pages)
This section presents reviews of teaching materials (including textbooks), teacher resources, technology resources, and creative works (including trade books), based on a theoretical framework for evaluation and a description of how they have been successfully used in the classroom.

NB Such conference formats as a case study, a poster presentation, a workshop, or a round table talk can go under any of the above sections, depending on the aims, theoretical / practical framework, and scope of research. The aim, motivation, and procedure should be clearly stated in the introduction. The writers are advised to explicitly describe the outcomes of the session.

II.   Criteria for selection

The paper should meet the following criteria:

1. Currency, importance, and appropriateness of topic to the field

The topic should be relevant and significant to the field and potential audience

2. Theory, practice, and/or research basis

The conference paper should refer to the appropriate theory, practice, and/or research on which the presentation is based. The relevance of the theory to the proposed paper should be described in a detailed, thorough, and comprehensible manner.

3. Support for practices, conclusions, and/or recommendations

The conference paper should provide ample details indicating that the practices, conclusions, or recommendations will be substantiated.

4. Clarity of writing

The conference paper should be well written and should suggest that the presentation will be of professional quality. Writers are advised to study the **Discourse Shape in Appendix 2.**

III.   Requirements

Papers should be prepared in the following order:
- Introduction (to explain the background work, the practical applications and the nature, and purpose of the paper, motivation, background, theoretical framework)
- Body of the text (to present the primary message, with clear lines of thought and validation of the techniques described, problem, research methodology, approach, outcomes, data, results)
- Conclusion (to provide summary of key points, future direction, implications, recommendations)

Section headings: should be left justified, with the first letter capitalized and numbered consecutively, starting with the Introduction. Sub-section headings should be in capital and lower-case italic letters, numbered 1.1, 1.2, etc, and left justified, with second and subsequent lines indented.

Title
The title should accurately reflect the session content and be clear to the intended audience
The title must
• **not exceed 10 words** (each part of a slashed or hyphenated word counts as one word)
• not include exclamation or quotation marks
• not include presenters' names, institutions, or published works
• capitalize all verbs, nouns, adjectives, adverbs, and pronouns; conjunctions, articles, or prepositions of fewer than four letters are not to be capitalized
• capitalize both terms of hyphenated compounds and the first word after a colon

Author names and affiliations
Please clearly indicate the given name(s) and family name(s) of each author and check that all names are accurately spelled. Present the authors' affiliation addresses (where the actual work was done) below the names. Indicate all affiliations with a lowercase superscript letter immediately after the author's name and in front of the appropriate address. Provide the full postal address of each affiliation, including the country name and, if available, the e-mail address of each author.

Corresponding author
Clearly indicate who will handle correspondence at all stages of refereeing and publication also post-publication. Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Abstract
A concise and factual abstract is required **- maximum 200 words**. Give a brief account of the most relevant aspects of the paper. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential, they must be defined at their first mention in the abstract itself.

Keywords
Immediately after the abstract, provide **3-6 keywords**, using British or American spelling, but not a mixture of these, and avoiding general and plural terms and multiple concepts (avoid, for example, "and", "of"). Be sparing with abbreviations: only abbreviations firmly established in the field may be eligible. These keywords will be used for indexing purposes.

Footnotes: footnotes should be avoided.

Tables: all tables should be numbered with Arabic numerals. Headings should be placed above tables, left justified. Leave one line space between the heading and the table. Only horizontal lines should be used within a table, to distinguish the column headings from the body of the table, and immediately above and below the table. Tables must be embedded into the text and not supplied separately.

Acknowledgements (when appropriate)

Style
The paper should be prepared according to APA style, 6th ed, see Appendix 1.
Please write your text in good English (American or British usage is accepted, but not a mixture of these).
We encourage you to visit Purdue Online Writing Lab to find the answers you need while preparing you paper for submission.

Submission deadline
Deadline for submission is the 30th of March 2017.

Appendices
Appendix 1. APA style
Appendix 2. APA Style: Citing Non-English References
Appendix 3. Discourse Shape