

CamTESOL Selected Paper guidelines

Style information for papers

(Adapted from the guidelines of the journal of the Applied Linguistics Association of Australia - ALAA)

Copies required

The electronic copy should be in Microsoft Word or Rich Text Format and should be submitted by e-mail by March 7th to Dr. Richmond Stroupe, Assistant Editor-in-Chief, at camtesol.selected.papers@gmail.com. Papers submitted in only paper format will not be accepted.

The paper should not exceed **5,000 words**, including references, but not including abstracts or appendices.

The paper should be preceded by an **abstract** of 150 words or less. The abstract should summarize the methodology and major claims or conclusions of the paper.

The paper should include author name, biographical statement (no more than 50 words), institution (including city and country), and email contact for each author.

Formatting your CamTESOL Selected Papers article

General guidelines

Please use the sample text (Formatting_CamTESOL_Selected_Papers--Template.pdf) as a guide to preparing your article. Submissions that do not follow the guidelines and sample text may be rejected or returned to the author for revisions.

Referencing guidelines

CamTESOL Selected Papers follows the referencing system of the Style Manual of the American Psychological Association (APA) 6th Edition.

Submissions that do not follow APA Style referencing guidelines may be rejected or will be returned to the author for revisions.

Online resources that may also be helpful when using the APA Style referencing system can be found at:

<http://www.liu.edu/cwis/cwp/library/workshop/citapa.htm>

<http://owl.english.purdue.edu/owl/resource/560/10/>

<http://library.concordia.ca/help/howto/apa.php>

Format and style guidelines

1. The paper should be **single-spaced**. Please use Times New Roman 12 pt. font throughout the paper. Do not use custom style sheets in MS Word.
2. Contributors should submit their manuscripts in **non-discriminatory language**.
3. Please do not use the **space bar** for formatting. Remove all multiple spaces.
4. **Check spelling and grammar carefully**. Ask a colleague to **proofread** your article before final submission. Your article will be checked by the editors, but do not rely on them to fix basic errors in your article. Manuscripts that require extensive correction will be rejected.
5. The title of your paper, all headers, and titles of tables and figures should be written in **sentence case** (see example).
6. Use no more than 3 levels of **headings** as shown in the example. There are no spaces after headers. Do not number headers.
7. Do not use page or column **breaks**. Do not use columns within text. Do not worry if natural page breaks break up headers and text. That can be adjusted during layout.
8. Double **quotation marks** should be used for quoted sections of less than 40 words (see APA Style Guidelines). Single quotation marks should be used for quotations within quoted sections. In general, using quotations should be avoided where discussion of previous research can be integrated into the text. Papers utilizing extensive quotations may be rejected or will be returned to the author for revision.
9. **Tables, figures, or diagrams** should be numbered consecutively and included in the relevant part of the text. Each should have a title which indicates the nature of the data being presented and how they are to be interpreted.
10. **Extended quotations** of more than 40 words (see APA Style Guidelines) are to be presented as shown in the example: indented and separated from the remaining text by a line above and below. In general, using quotations should be avoided where discussion of previous research can be integrated into the text. Papers utilizing extensive quotations may be rejected or will be returned to the author for revision.
11. Words requiring particular emphasis should be in *italics*. Do not use single or double quotation marks for emphasis.
12. Take special care checking **references**. Do not include references that are not cited within your article. Also ensure that all references in the text are also included in the reference list at the end of the paper. Use one return at the end of each reference in the reference list only—not within the reference. **Footnotes** should not be used. Notes at the end of the text should be avoided.

If you have any questions about formatting, please contact Richmond Stroupe, Assistant Editor-in-Chief (camtesol.selected.papers@gmail.com). A properly formatted manuscript makes editing and layout much easier, and is appreciated. Keep the paper format as simple as possible, please.

References

These APA reference and in-text citation examples are adapted from the APA Style Manual 6th Edition.

The APA Publication Manual instructs authors to use hanging indents for references and italics for titles. Please use the hanging format function or ruler tool in your word processing software, not tabs, to indent references.

For all titles in references, only the first letter of the first word, proper nouns, and the first word following a colon are capitalized.

No quotation marks are used around titles of articles in references, but quotes are used when citing article titles in the text. Consult an APA Style Manual or go online to the sites listed above.

Books (group author, 3~5 authors, reprint/translation, edition other than first):

Reference list:

American Psychiatric Association. (1990). *Diagnostic and statistical manual of mental disorders* (3rd ed.). Washington, DC: Author.

Note: "Author" is used as above when the author and publisher are identical.

In-text citations:

First citation: (American Psychiatric Association [APA], 1990)

Subsequent citations: (APA, 1990)

Reference list:

Booth, W. C., Colomb, G. G., & Williams, J. M. (1995). *The craft of research*. Chicago: University of Chicago Press.

In-text citations:

First citation: (Booth, Colomb, & Williams, 1995)

Subsequent citations: (Booth et al., 1995)

Reference list:

Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

In-text citation:

(Strunk & White, 1979)

Chapter or section in a book

Reference list:

Stephan, W. G. (1985). Intergroup relations. In G. Lindzey & E. Aronson (Eds.), *The handbook of social psychology* (3rd ed., Vol. 2, pp. 599-658). New York: Random House.

In-text citation:
(Stephan, 1985)

Conference paper (unpublished)

Reference list:

Shrout, P. E., Hunter, J. E., Harris, R. J., Wilkinson, L., Strouss, M. E., & Applebaum, M. I. (1996, August). *Significance tests: Should they be banned from APA journals?* Paper presented at the 104th Annual Convention of the American Psychological Association, Toronto, Canada.

In-text citations:

First citation: (Shrout, Hunter, Harris, Wilkinson, Strouss, & Applebaum, 1996)

Subsequent citations: (Shrout et al., 1996)

Journal articles

Reference list:

Hypericum Depression Trial Study Group. (2002). Effect of Hypericum perforatum (St John's Wort) in major depressive disorder: A randomized controlled trial. *JAMA*, 287, 1807-1814.

In-text citation:

(Hypericum Depression Trial Study Group, 2002)

Note: The APA Manual requires citing the full name of a corporate author like this; the acronym would not be easily recognized.

Reference list:

Nolasco, R., & Arthur, L. (1986). You try doing it with a class of forty! *ELT Journal*, 40(2), 100-106.

Note: The volume number is in italics, the number of the issue is in parentheses (with no space between), and the page numbers are included.

In-text citation:

(Nolasco & Arthur, 1986)

Online only journal

Reference list:

Kortepeter, M. G., & Parker, G. W. (1999). Potential biological weapons threats. *Emerging Infectious Diseases*, 5(4). Retrieved January 20, 2003, from www.cdc.gov/ncidod/EID/vol5no4/kortepeter.htm

Note: Remove all hyperlink indications (underlining, blue font). The URL should be in Times New Roman 12 font only. The URL is not followed by a period.

In-text citation:

(Kortepeter & Parker, 1999)