

## **Formatting a CamTESOL Selected Papers manuscript: How to do it properly**

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### **Abstract (Times New Roman, 12 pt., bold)**

The abstract is the first thing the reader will see after the title. Make a strong statement of the main point of your paper. Clearly identify the research focus or purpose of your writing. The abstract should be a clear and concise summary of the methodology and conclusions. Write clearly and directly. Abstracts must be 150 words or less: do not waste words in such a short abstract. Do not indent the abstract.

Please use Times New Roman, 12 pt. throughout the text of your paper and follow the formatting guidelines. A properly formatted manuscript makes editing and layout much easier and is much appreciated.

### **Level one heading (Times New Roman, 12 pt., bold)**

Please indent the first line of each paragraph. The paper should be single-spaced. Do not use custom style sheets in MS Word. Please do not use the space bar for formatting. Remove all multiple spaces.

The title of your paper, all headers, and titles of tables and figures should be written in sentence case: only the first letter of the first word, proper nouns, and the first word following a colon are capitalized.

### ***Level two subheading (Times New Roman, 12 pt., bold italics)***

Do not use page or column breaks. Do not use columns within text. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here.

Examples of and online resources on in-text citations are available in the CamTESOL Selected Paper Guidelines ([http://www.camtesol.org/selected\\_papers.html](http://www.camtesol.org/selected_papers.html)). Your text goes here. Your text goes here. Your text goes here. Your text goes here (Purdue University Online Writing Lab, 2010). Your text goes here. Your text goes here. Your text goes here. Your text goes here.

### ***Level three sub-subheading (Times New Roman, 12 pt., italics)***

Use no more than 3 levels of headings. There are no spaces after headers. Do not number headers. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Do not worry if natural page breaks break up headers and text. That can be adjusted during layout.

**Table 1. Give your table a short, but descriptive title**

	Rate	Amount	Measurement
Item 1	1	1,000	5 cm
Item 2	2	2,000	8 cm

Note:  $y < 0.1$

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. Titles should be Times New Roman, 12 pt., bold. The title should also be in sentence case.

According to Strunk & White (1979),

Your text goes here. Your text goes here. Your text goes here. Your text goes here. Use narrower margins for extended quotes over four lines. Extended quotations of more than 40 words are to be presented 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. Your text goes here. Your text goes here. Your text goes here. (p. 55)

Double quotation marks should be used for quoted sections of less than 40 words. 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.

You can use numbered lists. If we use these criteria:

1. Criteria 1.
2. Criteria 2.
3. Criteria 3.
4. Criteria 4.

Or if we found these things useful when using bulleted lists:

- Pencil
- Pen
- Book

Words requiring particular emphasis should be in *italics*. Do not use single or double quotation marks for emphasis. Footnotes should not be used. Notes at the end of the text should be avoided. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Check spelling and grammar carefully. Ask a colleague to proofread your article before final submission.

**Biodata**

**John A. Surname** is an English lecturer. He is currently interested in language acquisition. This biography is written in the third person. Biodata must be 50 words or less. Please avoid using titles in biodata. <jasurname@rupp.ac.kh>

**Mary Surname** has been with Another University for a long time. She is currently studying something. Do not write biographies in the first person. Please avoid using titles such as doctor or professor. <surname@anotheruni.ac.au>

**References (Do not include references that are not cited within your article. Check that all references in the text are in the reference list. Please also use the hanging indent format function or ruler tool in your word processing software, not tabs, to indent references.)**

Purdue University Online Writing Lab (OWL) (Jan. 1, 2010). *APA formatting and style guide*. Retrieved January 26, 2010, from <http://owl.english.purdue.edu/owl/resource/560/1/>

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

**Appendix 1**

***Title of the appendix which explains the content (Times New Roman, 12 pt., bold italics)***

You may need to attach one or more appendices to your article. Include them in the same file. Label appendices numerically, not alphabetically (Appendix 1, not Appendix A). Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here. Your text goes here.