Cover Page Sample

2017 RIDCH Symposium Paper Style Guide

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Author(s): Times New Roman, 12-point, 2 spaces separating authors, centered.

The author name must be written in full as the first name, followed by the middle name initial and last name. That is, Emily B. White but not E. B. White, Yu-mei Kang but not Y. Kang, should be used.

Title: Times New Roman, 14-point, bold, centered

Author affiliation(s) & e-mail: Times New Roman, 10-point, centered, single-spaced

Abstract

The abstract should be a single paragraph of no more than 500 words, 10-point; please indent 1cm and justify. Put the word *Abstract* in 12-point, bold font, and center it. Apply the same typesetting to your keywords.

Keywords: full paper, style guide, formatting

Introduction

This document contains guidelines to help you prepare your research paper. The following guidelines are in APA style, but for conference papers in the humanities disciplines, the MLA style can also be used.

Your paper can be written in either English or Chinese, depending on the language you will use to present your paper. For submissions in Chinese, the English translations of the title and abstract must also be provided.

When you finish formatting your paper, please e-mail it to ridch@ouhk.edu.hk to appear in the conference proceedings.

Styles to Be Adopted

Your paper should be prepared for printing on A4 paper with margins set to 1 inch (2.54 cm) on all sides. The maximum number of pages, including references and appendices, is **20**. Typically the body text should be divided into headed sections (Introduction, Method, Results and Discussion, Conclusion, etc.).

Headings

Try not to use more than 3 levels of headings. Format your headings as instructed by Table 1:

Table 1

Format for Headings in RIDCH Conference Papers

Level	Format	Example
1	14-point size, bold, centered, first letters of important words capitalized, single-spaced, followed by one blank line	**Research Design** **A Multi-Method Approach** XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXX . . . *Teacher interviews.* XXXXXXXXXXX XXXXXXXXXXXXXXXXX . . .
2	12-point size, bold, left aligned, first letters of important words capitalized, single-spaced, with the following text starting on the next line	**Results and Discussion** **Questionnaires** XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX . . . *On teaching materials.* XXXXXXXXX XXXXXXXXXXXXXXXXXXX . . .
3	12-point size, bold, italicized, indented 0.85 cm, first letter of the heading capitalized, ending with a period, with the following text starting on the same line	

Note. Times New Roman should be used for   all three levels of headings.

Main Text

Use 12-point, Times New Roman font throughout the paper, unless otherwise indicated[1]. All paragraphs should be indented by 0.85 cm, single spaced (line spacing: 16 pt), and justified from both sides. There should be no blank lines between paragraphs under the same heading level.

Tables and Figures

Tables and figures should be edited as advised here. For details not specified, please consult APA 6th Ed. It is always useful to consider the readability of your tables and figures when choosing between available formats.

1. Label your tables and figures, in the order in which they first appear in the text, as Table 1, Table 2, and Table 3 or Figure 4, Figure 5, and Figure 6. Do NOT use Table 1, Table 1a, Table 1b or Figure 2.1, Figure 2.2, Figure 2.3, etc.

2. The table title (italicized, with first letters of important words capitalized) should be typed on a separate line from the label. Both the label and the title should be in 12-point font, Times New Roman, and left aligned with the leftmost edge of the table. Table notes should be introduced by *Note.* (italicized, followed by a period), and placed under the body of the table, in 10-point font, Times New Roman. Left align the notes with the leftmost edge of the table. See Table 1 for an example.

3. Figures should be of good quality and clean, with clear lettering. The caption, designated by the label *Figure X.* (italicized, followed by a period), should appear below the graphic, left

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[1] Footnotes should be 10-point with full justification. Footnotes are preferred; Endnotes should be used only if absolutely necessary.

aligned with the leftmost edge of the graphic, and again in 10-point font, Times New Roman. See Figure 1 for an example.
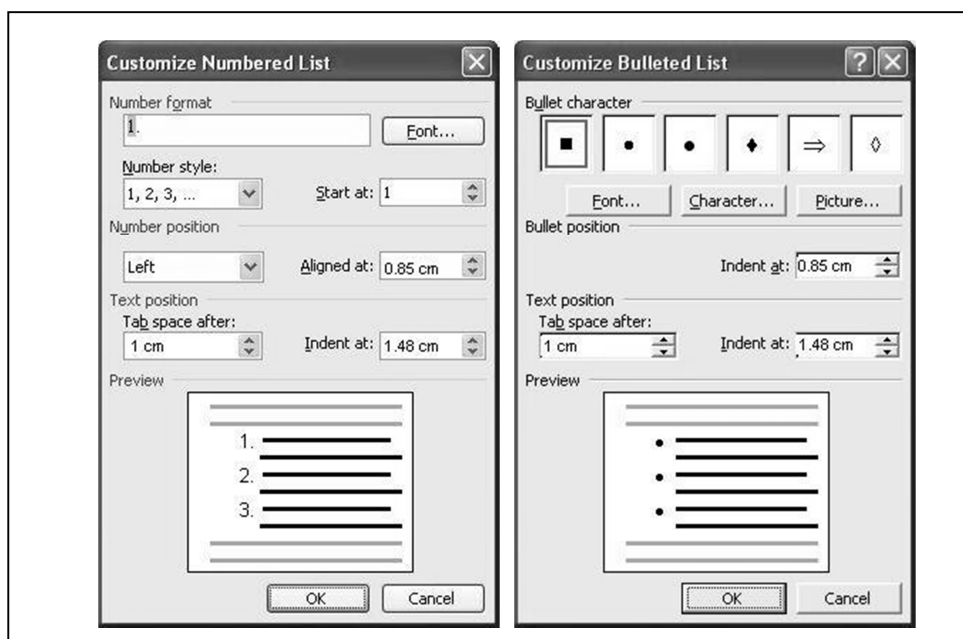

Figure 1. Formatting itemized elements for LTTC Conference Papers. Open the Format menu and choose Bullets and Numbering. This opens the Bullets and Numbering dialog box. To customize the placement of the bullets or numbers in the list text or change the bullet style, click the Customize button. This opens the Customize Bulleted List or Customize Numbered List dialog box.

In-text Citations

General guidelines. APA requires the author-date method of citation. The most typical case would be to list the author's last name and the publication year. Page numbers are only required for a direct quote. All in-text citations must have a corresponding reference list entry. For more detail, please see *APA* 6th Ed. If your article is written in the MLA style, please see *MLA Handbook* 7th Ed.

Quotations. APA 6th Ed. instructs that if the quotation contains fewer than 40 words, then you should "incorporate it into text and enclose the quotation with double quotation marks" (p.170), as shown in this example. If a direct quote is a longer one, this is how it should be done:

> If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* [original emphasis] on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. (p.171)

This guide requests the blocks (in 10-point font) be indented 0.85 cm

If your article is written in the MLA style, please see *MLA Handbook* 7th Ed.

References

A sample reference list is provided at the end of this article. Notice that it is far from a comprehensive list of all possible reference types. Consult *APA* 6th Ed. for more reference examples and guidance. If you article is written in the MLA style, please check *MLA Handbook* 7th Ed.

Appendix

Begin each appendix on a separate page. If there is only one appendix, label it as Appendix; if there are more than one, label them as Appendix A, Appendix B, etc. Give each appendix a title. If there are multiple tables within the same appendix, label them as Table A1, Table A2, etc., to distinguish them from those of the main text.

Final Remarks

The conference program booklet shall include the abstracts of all presentations. Other full papers will be included in the conference proceedings online. A volume of selected papers will be published after the conference. All presenters will be invited to submit their papers for consideration.

References

Outdent 0.85cm

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Alderson, J. C. & Hamp-Lyons, L. (1996). TOEFL-preparation courses: A study of washback. *Language Testing*, *13* (3), 280–297.

Bachman, L. F. & Palmer, A. S. (1996). *Language testing in practice.* Oxford: Oxford   University Press.

Chen, Y. M. (2002). Seeking change: From cooperative learning to professional collaboration. *Proceedings of PAC4 and the 11th International Symposium and Book Fair on English Teaching* (pp. 185–195). Taipei: Crane Publishing Co.

Ferman, I. (2004). The washback of an EFL national oral matriculation test to teaching and learning. In L. Cheng, Y. Watanabe, & A. Curtis (Eds.) *Washback in language testing: Research context and methods* (pp. 191–210). Lawrence Erlbaum Associates.

Kearsley, G. (2004). *Explorations in learning and instruction: The theory into practice database.* Retrieved June 14, 2011, from http://www.gwu.edu/~tip/

List of styles adopted in the sample paper

Type of Text	Font Size (Points)	Typeface	Indent	Alignment	Space Above/ Below Paragraph
All text in the paper		Times New Roman			
Title	14	**Bold**	None	Centered	Below: One-line blank
Author name	12		None	Centered	Above: One-line blank Below: One-line blank
Author information	10		None	Centered	Above: One-line blank Below: One-line blank
Abstract[a]	10		Left & right: 1 cm	Justified	Above: One-line blank Below: One-line blank
Keywords[b]	10		Left & right: 1 cm	Justified	Above: One-line blank Below: One-line blank
Level 1 heading	14	**Bold**	None	Centered	Above: One-line blank Below: One-line blank
Level 2 heading	12	**Bold**	None	Left	Above: One-line blank
Level 3 heading	12	**Bold,** *Italic*	Left: 0.85 cm		
Main text	12		Indent all paragraphs by 0.85 cm	Justified	None between paragraphs under the same level
Footnote	10		None	Justified	
Table label & title	12	*Italicize title*	None	Left aligned with the left edge of the table	0.5 line blank between the title and the top line of the table
Table note[c]	10		None	Left aligned with the left edge of the table	None between the bottom line of the table and the notes
Figure caption[d]	10		None	Left aligned with the left edge of the figure	0.5 line blank between the bottom line of the figure and the caption
Block quotataion	10		Left: 0.85 cm	Justified	Above: One-line blank Below: One-line blank
References	12	Italicize appropriate elements	Left: -0.85 cm (or outdent 0.85 cm)	Justified	None between each entry

Note. **Paper Format:** A4 (21 x 29.7 cm), Portrait; **Margins:** 2.54 cm on all sides; **Gutter:** 0 cm; **Header Distance:** 1.5 cm; **Footer Distance:** 1.75 cm. **Line spacing**: 16 pt

[a] "**Abstract**" should be bold, in 12-pt font, and centered.

[b] Bold "**Keywords**."

[c] Italicize "*Note*."

[d] Italicize the label "*Figure X.*"