

## **CLESOL 2014 Proceedings Style Guide**

Below is the required formatting style.

**Overall Format:** APA

**Page Set-up:** A4 portrait

**Font:** Times New Roman, 12 point uniformly throughout

**Title Page:** **Title** – 14 point, centred, bold  
**Names** of the author/s, name of institution and email address – 12 point, centred, bold  
**Abstract** - 100-150 words in italics, 12 point

**Margins:** 2.5 cm all round  
No indent for the first line of paragraphs, but paragraphs separated by a blank line.  
Blank line before/after extended quotations and examples  
Quotations longer than 40 words should have each line indented 1cm from the left margin, with a blank line before/after, no quotation marks

**Section titles:** 12 point, centred, bold

**Subheadings:** 12 point, left justified, bold

**Referencing:** No footnotes or endnotes; use APA referencing format

**Layout:** Tables, figures, diagrams and graphics must be embedded in the Word file – a blank line either side  
For tables, etc, put the titles above and left justified, bold, 12 point. Titles should be concise  
Use capitals for titles eg: Figure 1: Mean Engaged Time and Test Scores  
No headers, footers, or page numbers

See the model layout given on the following pages.

All papers must be in MS Word and submitted as an e-mail attachment by the deadline. The subject line of your email should include ‘CLESOL 2014 proceedings’ and your name. In the body of your email, please include your contact details and the title of your paper.

Submit to: [Katherine.Quigley@vuw.ac.nz](mailto:Katherine.Quigley@vuw.ac.nz)

Submission deadline: **Friday 14 November 2014**

Thank you and good luck!

**Title of your paper**

**Your name and co-author's name**

**Your institution**

**Address**

**Email**

**Abstract**

*In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginenses cum populo Romano gessere. Nam neque validiores opibus ullae inter se civitates gentesque contulerunt arma, neque his ipsis tantum umquam virium aut roboris fuit, et haud ignotas belli artes inter sese, sed expertas primo Punico conferebant bello, et adeo varia fortuna belli ancepsque Mars fuit, ut propius periculum fuerint qui vicerunt. Odiis etiam prope maioribus certarunt quam viribus, Romanis indignantibus, quod victoribus victi ultro inferrent arma, Poenis, quod superbe avareque crederent imperitatum victis esse.*

*(100 - 150 words in length)*

## **Introduction**

Sub-headings (such as ‘Rationale’) should be left-justified, while section titles (such as ‘Introduction’) should be centered. In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere. Nam neque validiores opibus ullae inter se civitates gentesque contulerunt arma, neque his ipsis tantum umquam virium aut roboris fuit, et haud ignotas belli artes inter sese, sed expertas primo Punico conferebant bello, et adeo varia fortuna belli ancepsque Mars fuit, ut propius periculum fuerint qui vicerunt.

The paper is both left- and right-justified (ie full justification). In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere.

New paragraphs start ½” from the left margin, by using the ruler above. However, this does not apply to paragraphs immediately after headings. In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere.

## **Review of the literature**

### **First perspective**

In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere. Quotations that are longer than 40 words should be put in block format, as follows. Smith (2007, p.46) comments:

Notice how (i) this extended quotation has no quotation marks, (ii) it has a blank line before it and after it, and (iii) the whole paragraph (not just the first line) is ½” from the left margin, by using the ruler above.

Alternatively, you could do it like this.

In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere (Smith, 2007, p.46).

### **Second perspective**

In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores, bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere.

## **Methodology**

Do not use footnotes or endnotes. Instead, put the reference in the sentence. In parte operis mei licet mihi praefari, quod in principio summae totius professi plerique sunt rerum scriptores,

bellum maxime omnium memorabile, quae umquam gesta sint, me scripturum, quod Hannibale duce Carthaginienses cum populo Romano gessere (Brown, 2003).

Use APA format for references.

If you include a table or other diagram, format it like this.

**Table 1: Mean Engaged Time and Test Scores**

<b>Learner</b>	<b>Mean Engaged Time</b>	<b>Test Score</b>
<b>Annie</b>	13.0	63
<b>Ben</b>	9.5	57
<b>Caitlin</b>	12.25	60
<b>Daniel</b>	7.75	74

### **References**

- Brown, F. (2003). *Teaching English Language*. London: Capital Press.
- Collins, H. (2005). Teaching English to Indonesian speakers. In F. Dalton, & J. Graham (Eds.) *Teaching English abroad* (pp. 35-41). Wellington: Victoria Books.
- Jones, P. (2004). Teaching uncountable nouns. *Language Journal*, 4(2), 64-75.
- Smith, M. (2001). *Reflective teaching*. Retrieved from [www.upr.ac.xx/arts/language/smith/reflectivelearning](http://www.upr.ac.xx/arts/language/smith/reflectivelearning)