

## **Guidelines for Manuscript Preparation for the Proceedings of the 11<sup>th</sup> METU International ELT Convention**

The following guideline will help you prepare and format your manuscript for electronic and web publication as part of the proceedings of the 11<sup>th</sup> METU International ELT Convention. Manuscripts will be published as they are received. Therefore, it is very important that you double check your paper before submitting.

We generally follow the style conventions outlined by the American Psychological Association (APA) in our publications. There are many excellent guides to the APA format on the Internet: <http://www-distance.syr.edu/apa6th.html>, <http://www.writinghelp-central.com/apa.html>, [http://library.piedmont.edu/electres/WSB\\_style\\_fall10.pdf](http://library.piedmont.edu/electres/WSB_style_fall10.pdf). Or, you can use the APA Publication Manual, Sixth Edition as a reference while preparing your manuscript as well. Your meticulous work on the format will improve the quality of the appearance of your paper.

### **General Guidelines**

<b>Page Size:</b>	A4
<b>Margins:</b>	One inch on all sides
<b>Line Spacing:</b>	Double-spaced throughout the paper
<b>Header/Footer:</b>	No headers, footers or page numbers
<b>Font Size and Type:</b>	12-pt. Times New Roman or 12-pt Courier New
<b>Spacing:</b>	Space <i>once</i> after commas, colons, and semicolons within sentences.
<b>Alignment:</b>	Left-aligned (uneven right margin)
<b>Paragraph Indentation:</b>	5-7 spaces
<b>Order of Parts:</b>	Title, Abstract, Body, References, Footnotes, Tables, Figures, Appendices
<b>Language:</b>	Clear British or American English – either <i>one</i> consistent throughout

<b><u>First Page</u></b>	Paper title, author(s), institutional affiliation(s)
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### **Body**

<b>Title:</b>	<b><i>Paper title</i></b> (in uppercase and lowercase letters) centered on the first line.
<b>Introduction:</b>	Begins on the line following the paper title.
<b>Headings:</b>	Up to five levels of headings allowed Level 1: Centered, boldface, uppercase and lowercase letters Level 2: Left aligned, boldface, uppercase and lowercase letters Level 3: Boldface, indented, sentence-case ending with a period, as part of a paragraph.

<b>Citations:</b>	Document source material by citing the author(s) and date(s) of the sources. Make full source citation on the References page after the body of the paper.
<b>Quotations:</b>	For quotations, include the author(s), year, and page number(s). Write the quotations longer than 40 words in block format with each line indented five spaces from the left margin.
<b>Tables:</b>	<b>Mention</b> tables in the text. Place table caption above the table. Write the table titles in italics, in uppercase and lowercase letters and double space.
<b>Figures:</b>	<b>Place</b> figure caption below the figure. Write “ <i>Figure x</i> ” in italics and follow this with a descriptive phrase immediately after it
<b><u>References</u></b>	
<b>Heading:</b>	“References” (centered on the first line below the running head)
<b>Format:</b>	Write the references on the line following the heading, in alphabetical order according to surnames of first authors.
<b><u>Appendies</u></b>	
	Include the auxiliary material such as questionnaires, procedures, etc. in the appendices. Number the appendices with uppercase Latin letters in alphabetical order.

### **Saving and Sending Your Manuscript**

<b>Step 1.</b>	Prepare your manuscript in Microsoft Word (versions 2003, 2007, 2010).
<b>Step 2.</b>	Make sure that you have checked spelling before sending your paper.
<b>Step 3.</b>	Name your file as <b>SurnameName.docx</b> <u>and</u> <b>SurnameName.pdf</b> . If you have more than one manuscript, put a number after your name (SurnameName2.docx, SurnameName2.pdf). You may include a hyphen between your surname and name (Surname_Name.docx).
<b>Step 4.</b>	Send both the docx and pdf file as attachments to <a href="mailto:elt2012@metu.edu.tr">elt2012@metu.edu.tr</a> by 9 May 2012.
For questions contact	Zeynep Aksit elt2012@metu.edu.tr