

**ELTU Conference 2019**  
**Paper Submission Guidelines for Conference Proceedings**

Dear Presenters at the ELTU Conference 2019,

Thank you once again for supporting the ELTU Conference (held on 27 and 28 May 2019) as a Presenter. You are cordially invited and encouraged to submit a full paper, which will be included in the *Conference Proceedings* upon the acceptance of the review panel.

If you are interested, please complete the online submission ([https://eltu.formstack.com/forms/conference2019\\_proceedings](https://eltu.formstack.com/forms/conference2019_proceedings)) by **31 January 2020**, observing the **Submission Guidelines** as shown below.

For questions about paper submission, please contact us at [conference.eltu@cuhk.edu.hk](mailto:conference.eltu@cuhk.edu.hk).

Kind regards,

ELTU Conference Secretariat

ELTU Conference 2019

English Language Teaching Unit

The Chinese University of Hong Kong

## **Structure of the paper**

*Two versions* are suggested below. Please observe and follow *one version* that suits the nature of your paper.

<i>Version 1: Paper that is not research-based</i>	<i>Version 2: Paper that is research-based</i>
<ul style="list-style-type: none"> <li>• Title (15 words maximum)</li> <li>• Name of author(s) and affiliation</li> <li>• Abstract (250 words maximum)</li> <li>• Keywords (3 keywords / key terms maximum)</li> </ul> <p style="text-align: center;"><i>* The above items should be presented on the title page.</i></p>	
<ul style="list-style-type: none"> <li>• Introduction               <ul style="list-style-type: none"> <li>- Present the objective(s) of the project / paper</li> <li>- Provide relevant background information</li> </ul> </li> <li>• Literature Review               <ul style="list-style-type: none"> <li>- Include a systematic review of relevant literature</li> </ul> </li> <li>• Main Body               <ul style="list-style-type: none"> <li>- Provide relevant details of the project (e.g., implementation)</li> <li>- Include the main ideas and discussion with supporting evidence</li> </ul> </li> <li>• Conclusion               <ul style="list-style-type: none"> <li>- Summarise the key findings / ideas</li> <li>- Highlight the implications</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Introduction               <ul style="list-style-type: none"> <li>- Present the objective(s) of the study / paper</li> <li>- Provide relevant background information</li> <li>- Specify the research question(s)</li> </ul> </li> <li>• Literature Review               <ul style="list-style-type: none"> <li>- Include a systematic review of relevant literature</li> </ul> </li> <li>• Methodology               <ul style="list-style-type: none"> <li>- Provide relevant details of the study (e.g., participants, procedure, data collection methods &amp; data analysis methods)</li> </ul> </li> <li>• Results / Findings               <ul style="list-style-type: none"> <li>- State clearly and concisely the outcome(s) of the study</li> </ul> </li> <li>• Discussion               <ul style="list-style-type: none"> <li>- Interpret the outcome(s) of the study in response to the research question(s)</li> <li>- Explore the significance of the study based on the objective(s) and outcome(s) stated</li> </ul> </li> <li>• Conclusion               <ul style="list-style-type: none"> <li>- Summarise the key findings</li> <li>- Highlight the implications</li> <li>- Provide suggestions for future research</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Acknowledgements (optional)</li> <li>• Reference list (to be presented on a separate page)</li> <li>• Appendix(es) (optional)</li> </ul>	

## **Length of the paper**

3,500 – 5,000 words (5,000 words maximum, excluding the title, abstract, keywords, tables, figures, reference list & appendixes)

## **Citation style**

APA style (6<sup>th</sup> edition) (<https://apastyle.apa.org/>)

## **Presentation style**

- File type: MS Word (in DOCX format)
- File name: full name of writer(s)\_ELTU Conference 2019 Proceedings

*Example: Sam Chan\_Mary Jackson\_ELTU Conference 2019 Proceedings*

- Type font: Times New Roman
- Font size: 12
- Spacing: Single-line spacing
- Margins: MS Word “Normal” (i.e. 2.54 cm)
- Layout: Portrait
- Paragraphs or sections to be separated by one line
- No indentation of paragraphs
- No page headers, footers or page numbers
  
- Presentation of main / section headings:
  - **Bold**
  - Left alignment
  - First-letter uppercase (except for function words such as articles and prepositions)
  
- Presentation of sub-headings:
  - *Italicized*
  - Left alignment
  - First-letter uppercase (except for function words such as articles and prepositions)
  
- Presentation of figures and images:
  - In JPEG format
  - Center aligned
  - Within the page margins
  - Number and caption **BELOW** the figure / image (Center aligned; First-letter uppercase only for the first word in the caption)
  
- Presentation of tables:
  - Center aligned
  - Within the page margins
  - Number and caption **ABOVE** the table (Center aligned; First-letter uppercase only for the first word in the caption)

**Reminders on research ethics**

ALL the references used for writing the paper should be properly cited to observe academic honesty.

The same paper should not have been submitted to / accepted by / published in another conference / journal.

**Announcements of review results**

Early April 2020

**Paper review criteria**

<i>Criteria</i>	<i>Description</i>
<b>1. Relevance</b>	The content of the paper is relevant to the research question(s) and / or objective(s) stated.
<b>2. Strength of research</b>	The paper demonstrates the use of robust research methods in investigating the issue(s) concerned, with clear evidence of grounding in the relevant literature and appropriate analysis.
<b>3. Interest and significance</b>	The paper is original, and contributes to scholarship, theoretical understanding, or current development in English language teaching. It should stimulate the interest of readers in an academic setting and demonstrate an impact on the corresponding field.
<b>4. Clarity</b>	The paper is properly written, with a clear structure and strong coherence of ideas. Appropriate cohesive devices are used to facilitate a logical flow. Accurate use of language and appropriate academic style should be demonstrated.
<b>5. Referencing</b>	All the references used for writing the paper should be properly cited in the APA style, in the form of in-text citations and a reference list. Proper cross-referencing should be observed.

**Remarks**

ELTU reserves the right of editing accepted papers.

**Title page template**

**Title of paper**

**(e.g., The Impact of Peer Tutoring on Tutors and Tutees in a University in Hong Kong)**

Name of author, Name of university / organization, country

Name of author, Name of university / organization, country (applicable to multiple authors)

**Abstract**

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**Keyword(s):** \_\_\_\_\_