|  |  |
| --- | --- |
| HCMC Open University TESOL Conference**D:\1. OpenUniversity\DIELE Conference\Final designs\HCMCOU 2020 logo.png** | **The 9th OpenTESOL International Conference 2021****PROCEEDINGS AUTHOR TEMPLATES** |

**General author guidelines and the submission system** [http://opentesol.ou.edu.vn/2021proceedings.html](http://opentesol.ou.edu.vn/2019proceedings.html)

|  |
| --- |
| **SUGGESTED STRUCTURE** |
| RESEARCH-BASED  | CLASSROOM TEACHING IDEAS |
| **Introduction****Literature review****Research questions****Methodology*****Settings and participants******Data collection and analysis*****Findings****Discussion****Implications** **Conclusion and limitations****References****Appendix (optional)****Word limit**: 5000 words excluding abstract and references | **Introduction****Literature review/ Key concepts****Procedure/Activities****Discussion/Reflection****Conclusion****References/Resources****Appendix (optional)****Word limit**: 3000 words excluding abstract and references |

**Use the two templates below to format your Document 1 (Article Text) and Document 2 (Author’s Biodata)**

**Document 1: Article Text**

**Page size (16cmx24cm)**



**Article title**

**[Cambria 14 pt. Maximum 15 words. Title case. Bold; centred; single line spacing]**

**Abstract**

Write an <abstract> here. Write no more than 200 words (This is not included in the word count of the article.) Use Cambria12 pt.; single line spacing; paragraph spacing 6 before 6 pt. after.

**Keywords**: a maximum of five keywords are given, separated by a comma.

**Introduction [<H1> level heading; use Cambria 12 pt. bold. Paragraph spacing 6 pt. before and 6 pt. after]**

Put a line space between paragraphs, but do not indent the first line of the new paragraph. Text is Cambria12 pt. with single line spacing. Paragraph spacing 0 before 0 after.

If you quote from another writer, put the quote ‘inside single quote marks’ if it is a phrase or a single sentence.

Longer quotes should be a separate indented paragraph. This applies particularly if they are more than one sentence. Do not use italics for quotes. And with any quote, make sure you give the page reference of the work it comes from. (Doe, 2018, p. 80)

***Second-level headings [<H2> level heading; use Cambria 12 pt. bold, italicized. Paragraph spacing 0 pt. before and 0 pt. after]***

Numbered and alphabetized lists should have no full points or brackets around the initial number/letter:

1. List one [use Cambria12 pt. with numbering format]
2. List two
3. List three
4. List four.

Bulleted lists are as follows:

* Bullet one [use Cambria12 pt. with bullet format]
* Bullet two
* Bullet three.

Figure 1

*Figures should be in black and white. This is put under the figure.*

Sample Figure

Table 1

*Tables should be in black and white and reside in one page. This is put above the table.*

|  |
| --- |
| Sample Table. Font Size 11. |
|  |  |  |
|  |  |  |

**References**

References are not included as part of the overall 5000-word maximum for research-based articles or 3000-word maximum for classroom teaching idea articles [use Cambria12 pt.: spacing 6 pt. after 6].

Use the general format of APA (the 7th edition). Sample paper can be found at [https://apastyle.apa.org/style-grammar-guidelines/paper-format/professional-annotated.pdf](https://apastyle.apa.org/style-grammar-guidelines/paper-format/professional-annotated.pdf%20)

**Appendix**

**Document 2: Authors’ Biodata**

Biodata of the author (s), including full names, position, institutions, research interests, and/or research experience/publications. Maximum: 80 words.