Using APA Editing Style(14pt): Guidelines for Editing Your Paper

Font:Times New Roman
Size:14pt
Type: Bold

2 line spaces (12pt)

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1. Default to 3-spaces indentation
2. Without paragraph indentation
3. Font: Times New Roman
4. Size:10pt

3 line spaces (12pt)

Abstract (12pt)

This article illustrates preparation of your paper using MS-WORD. All papers should be submitted as MS-WORD documents and the document size should not exceed 3 MB. Pages should not be numbered and the abstract should not exceed 120 words. To be properly reproduced in the conference proceedings , the margins of this template should be set for B5 (JIS) size paper to 2.5cm on the sides, 2.75 cm on top, and 3 cm on bottom. The paper begins with a title in bold, which uses 14pt Times New Roman. This is followed by the details for each author in 12pt Times New Roman. Section titles are bolded in 12pt Times New Roman and the body of the paper should be typed in 12pt Times New Roman.

1 line space (12pt)

Keywords(**3-5**)*:* Language instruction; Linguistic competence; ……………………..

Teacher training;…………………… ;

Bold, *Italics*

4 line spaces (12pt)

1. Introduction

The first paragraph after any section title is indented 3 spaces as here with one line space before the paragraph.

The second and all subsequent paragraphs should be indented 3spaces as

here with no line spacing before the paragraph.

Two line spacing should follow each section. However, when the title of the next section comes to the end of the page, start the next section in a new page.

2. Literature review

2.1 Second-level heading

The first paragraph after any section title is indented 3 spaces as here with no line space before the paragraph.

The second and all subsequent paragraph should be indented 3spaces as here with no line spacing before the line.

2.1.1 The……..

3. For in-text citation

Within the text, references should be cited giving the last name of the author(s) and the year of publication of the reference. The year should always be enclosed in parentheses; whether or not the name of the authors(s) should be enclosed within the parentheses depends on the context. For example, Mital (1993) or (Mital, 1993).

a. The use of modern technology in teaching languages has been dramatically increasing worldwide over the past decade (e.g., Chen, Belkada, & Okamoto, 2004; Toyoda & Harrison, 2002; Warner, 2004).

b. One benefit of using Internet resources is that teachers can easily retrieve the most recent and pertinent information for their students (Mooreet al., 1998).

4. Figures and tables

All figures should be positioned at the top of the page when possible. All figures should be numbered consecutively and captioned; the caption should be left justified under the figure as shown in Figure 1. All text within the figure should be no smaller than 9pt. There should be a minimum of two line spaces between figures and text.
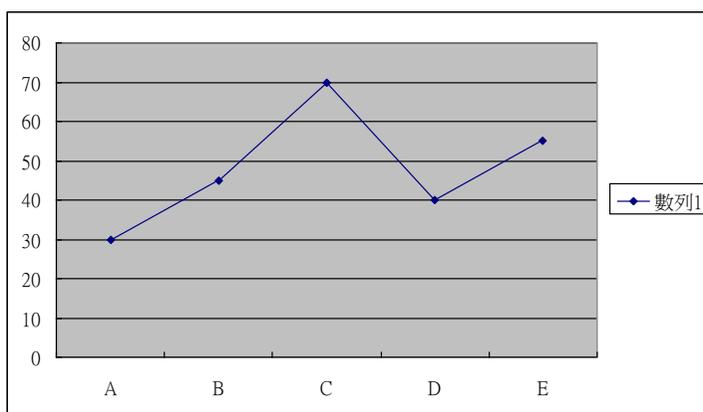
Type: *Italics*

Fig. 1. Students'perception of language learning.

Capitalize the initial letter of the first word.

All tables should be numbered consecutively and captioned; the caption should be centered above the table as shown in Table 1. The body of the table should be no smaller than 9 pt. There should be a minimum two line spaces between tables and text.

Table 1

APA Style Use in Journals

		Frequency	Percent	Valid Percent
Valid	Yes	249	80.1	80.1
	No	62	19.9	19.9
	Total	311	100.0	100.0

References should be listed together at the end of the paper. References should be arranged in alphabetical order according to the last name of the author, or the last name of the first-named author for papers with more than one author. Please refer to the examples shown below. The first line of each reference is set flush left and subsequent lines are indented. Five line spacing should follow this section. However, when References section comes to the end of the page, start it in a new page.

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No date available

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Appendix A

Publication Manual of the APA

APA 編輯格式:

龍華應外系研討會編輯指南

3 line spaces (12pt)

段落文字空二

摘要

字型大小:12pt,粗體

　　　請附加中文摘要於最後一頁,字型為標楷體,標題字型大小為 14pt,中文摘要四個字為粗體 12pt,摘要內容為 12pt.,請勿超過 300 字,段落文字空二格。

關鍵詞: 摘要、標楷體

字型大小:12pt,粗體