**Conference Paper Template for**

**The 8th International Conference on ESP in Asia**

**The 3rd International Symposium on Innovative Teaching and Research in ESP**

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**Abstract**

Write a brief (max 150-word) synopsis of your paper in order to provide a quick outline of your oral presentation and workshop, giving the reader an overview of the research.

*Key words:* conference paper template, ESP, EAP, teaching, research

1. **Introduction**

This is a template for the conference paper submission. Please read this document carefully and follow the style guidelines suggested (including font size, font type, italics and bold, numbering, etc.). Any submissions that do not adhere to the guidelines may not be accepted for publication.

Conference papers must be written using this template and saved in electronic forms both as a MS Word file and a PDF file and be submitted through the conference website at http://www.g-edu.uec.ac.jp/jointesp2016. File names of both files (.doc/.docx and .pdf) should have the following format: Last Name\_2016\_Asia ESP UEC. Please make sure that the first author’s name and email address are clearly stated in the cover email. For any problems with conference paper senubmission, please contact <[esp2016paper@bunka.uec.ac.jp](mailto:esp2016paper@bunka.uec.ac.jp)>.

The first period of conference paper submission is August 1-18, 2016 (23:59 GMT). Should there be sufficient number of conference papers received by the end of the first period, those papers could be printed before the conference and distributed at the conference. The second period of conference paper submission is August 19-Sept 25, 2016 (23:59 GMT). After the second submission period is over, all of the accepted conference papers will be edited and published online, i.e. on the conference website. Upon request and with a fee, a CD Rom version can be made and mailed to the contributors. All submissions of conference papers are free of charge.

1. **How to Format the Page**
2. Full-Size Copy

Use A4 size page and numbered sections. The number of pages you can write including appendices is different depending on the type of your presentation:

* Oral presentations: 4-8 pages
* Workshops: 3-6 pages

1. Format

In formatting your A4-size page, set top margin to 35mm, bottom margin to 30mm, left and right margins to 20mm. Left- and right-justify your columns. Do not put page numbers in your conference papers.

1. Fonts

Follow the font sizes specified in Table I. Use Times New Roman.

1. **Figures and Tables**

Figure captions should be below the figures. Table captions should be above the tables. Avoid placing figures and tables before their first mention in the text.



*Figure 1*. This is a sample figure. Captions exceeding one line are arranged like this.

Table I

*Fonts for Papers*

|  |  |  |
| --- | --- | --- |
| **Font** | **Style** | **Text** |
| 16pt | bold | conference paper title (max 15 words) centered |
| 12pt |  | authors’ names |
| 11pt | italics | authors’ affiliations, email addresses |
| 10.5pt |  | abstract, key words |
| 11pt |  | main text, section title, subheadings, acknowledgement, references |
| 10.5pt |  | Table and figure captions, footnotes |

1. **Helpful Hints**
2. References

List all references at the end of the conference papers in alphabetical order using APA format as shown.

1. Footnotes

Number the footnotes separately in superscripts. Place the actual footnote at the bottom of the column in which it is cited. Try to avoid use of footnotes as much as possible. See this example below[[1]](#footnote-1).

1. Authors’ names, publish dates, foreign titles

Give all authors’ names. References that have not been published should be cited as “unpublished”. Those that have been accepted for publication should be cited as “in press”. Capitalize only the first word in a paper title (and after a colon), and all proper nouns.

For papers or books published in a language other than English, give the foreign language title first, followed by the English translation in parentheses and italics as shown.

1. **Conclusion**

This file is formatted to be used as a template. If you have further inquiries, please e-mail us at <[esp2016paper@bunka.uec.ac.jp](mailto:esp2016paper@bunka.uec.ac.jp)>.

**Acknowledgements**

The organizers of this conference wish to thank all supporters and volunteers who generously devoted their time and energy to make this symposium a success. Their names can be found on our website at http://www.g-edu.uec.ac.jp/jointesp2016. This template is based on the one used for the JACET 51st International Convention Proceedings to which we owe our gratitude.

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**Appendix I**

Start a new page to attach your appendix(es). Note that appendix(es) is(are) included in the counting toward pages or the length of your conference paper.

1. 1The references style is taken from the *JACET Journal* submission guidelines and follows the APA format 6th edition. Refer to the APA Publication Manual for more instructions. [↑](#footnote-ref-1)