**Proceedings Template for**

**the 2nd 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 poster presentation, giving the reader an overview of the research.

*Key words:* proceeding template, ESP, EAP, teaching, research

1. **Introduction**

This is a template for your proceedings submission. Please read this document carefully and follow the style 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.

Submissions must be sent in electronic form both as a MS Word file and a PDF file to <esp2015@bunka.uec.ac.jp>.

The file names of both files (.doc/.docx and .pdf) should have the following format:
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The deadline for proceedings submission is Feb. 28, 2015 JST. We hope to receive your proceedings by this deadline so that we can print and distribute the hard copies at the symposium. The final proceedings will be published online on the symposium website.

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

Use A4 size page with 2-columns and numbered sections. The number of pages you can write including appendices is different depending on the type of your presentation:

* Invited presentation: 4-6 pages
* Poster presentation: 2-4 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 proceedings article.

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 | proceeding 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 |
| 9pt |  | Table and figure captions, footnotes |

1. **Helpful Hints**
2. References

List all references at the end of the proceedings 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 <esp2015@bunka.uec.ac.jp>.

**Acknowledgements**

The organizers of this symposium 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.shilab.bunka.uec.ac.jp/esp2015/>. This template is based on the one used for the JACET 51st International Convention Proceedings.

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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)