Proceeding 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

I. Introduction

This is a template for your proceeding. Please read this document carefully and follow the style suggested. Any proceedings that do not adhere to the guidelines may not be accepted for publication.

Proceedings 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:

Last Name_2015esp-uec

Please make sure that your agreement to the Copyright Transfer Agreement as well as the first author's name and email address are clearly stated in the email.

The deadline for proceeding submission is Jan. 28, 2015 JST. We hope to receive your proceeding 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.

II. How to Format the Page

A. Full-Size Copy

Use A4 size paper. 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

B. Format

In formatting your A4-size paper, 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 columns. Do not put page numbers in your proceeding.

C. Fonts

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

III. 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.
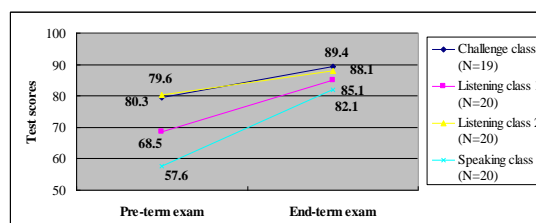

Figure 1. This is a sample figure. Captions exceeding one line are arranged like this.

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

IV. Helpful Hints

A. References

List all references at the end of the proceeding in alphabetical order.

B. 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 on the references[1].

C. Authors' names

Give all authors' names. Proceedings that have not been published should be cited as "unpublished". Proceedings that have been accepted for publication should be cited as "in press". Capitalize only the first word in a paper title, except for 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.

V. 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>.

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[1]The 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.