

# 8<sup>th</sup> UAS Language Instructors' Conference

Graz 2016

## Guidelines for Proceedings Authors

We would like to invite you to submit a summary of your presentation for consideration for inclusion in our 8<sup>th</sup> UAS Language Instructors' Conference Proceedings. The language of publication is English. All contributions will undergo a double-blind peer review process. The conference proceedings will be a refereed publication and carry an ISBN number.

When writing your summary, please note the following:

### GENERAL INFORMATION:

- Your summary should be written before the presentation is held.
- Your summary should contain a maximum of 2000 words. This word limit does not include the title, name or affiliation; neither does it include references. The title length is restricted to 12 words.
- Visual aids may be included, provided that they do not add extensively to the overall length. They should be embedded in the text in their original format.
- You may include up to three references in the reference list. Please make sure your references match your summary; e.g., if a work is mentioned in your summary, it should also be in your references. Please consult the style guide for your list of references.
- **DEADLINE:** Your summary should be sent by e-mail to **LIC@fh-joanneum.at** by **28 February 2016**. The preferred way to submit your summary is as a standard attached file in MS<sup>®</sup> Word<sup>®</sup> doc or docx. Attached files should carry your family name.
- You will receive an acknowledgement of receipt within two or three days. If you do not receive an acknowledgement, please contact: LIC@fh-joanneum.at
- Late submissions cannot be accepted unless you have made prior arrangements with the conference organiser before the deadline.
- Final decisions on acceptance will be communicated by **31 March 2016**.

### PAGE LAYOUT & DESIGN:

- Choose your headings and sub-headings carefully and avoid long lists of bulleted points.
- Summaries should be submitted in the following format:
  1. Title at the beginning, use upper case only at the beginning and for proper nouns. Left justification.
  2. On a new line below the title, your name (given name, family name), institution (or freelance), town/city. You do not need to add your job title. Fonts are as follows:

Article heading/Title of contribution	16 pt. regular Arial
<b>Name(s) of author(s)</b>	12 pt. bold Arial
<i>Affiliation</i>	12 pt. italic Arial
Headings	14 pt. regular Arial
<i>Subheadings</i>	12 pt. italic Arial
Body text	12 pt. regular Times New Roman, 1.5 space
Tables	12 pt. Arial, column/row headings in bold
<i>In text emphasis</i>	Italic, no bold
<i>Foreign words, book/film/etc. titles</i>	Italic

3. Tables should be created using the MS® Word® Tables function. More complicated illustrations and figures should be submitted as jpeg or pdf files.

- Add your e-mail address to the end of the article. If you do not wish the e-mail address to be published, please state this when you submit.

**THINGS TO AVOID:**

- Do not insert footnotes, page numbers, your institution’s logo or anything else at the top or bottom of your pages.
- If you ask someone for proofreading your paper, please do not use the tracking feature of MS® Word®. The paper you send needs to be the final version.
- Please avoid changing your paper after submission and sending multiple versions.

**HOW ARE PAPERS CHOSEN FOR CONFERENCE PROCEEDINGS?**

Unfortunately, not all submitted papers can be included in the conference proceedings. All summaries are read ‘blind’ (identifying details are removed) by an Editorial Committee. The committee members will be looking for summaries which contribute to the development of ESP teaching and are of practical use for the readers.

Summaries which exceed the word limit or promote commercial products or particular institutions will be excluded.

**REFERENCES & COPYRIGHT:**

- Ensure that all references in the text have a corresponding entry in the references list and all entries in the references list have been at least once quoted in the text.
- Use APA style (6<sup>th</sup> edition) for in-text quotations and the References section.
- Please clarify reproduction rights of copyright-protected material and the ensuing costs with the copyright holder prior to submission.

## **Within the body of the paper**

### *A direct quotation*

Give the author(s), year of publication, and page number(s): with a signal phrase, as Lastname1 and Lastname2 (2012) stated, "Quotation" (p. 37) OR in parentheses, "Quotation" (Lastname1 & Lastname2, 2012, p. 37).

### *Summarised or paraphrased material*

Give the author(s) and year only: Lastname1 and Lastname2 (2012) OR (Lastname1 & Lastname2, 2012).

With more than two authors give the first author only and add *et al.*. Note the full stop after *al.* and the use of italics.

## **At the end of the paper**

Use the heading *References* and list only those works you have referred to in the paper.

### *A book with one or more authors*

Hutchinson, T., & Waters, A. (1987). *English for specific purposes: A learning-centred approach*. Cambridge, UK: Cambridge University Press.

### *An edited book*

Boud, D. (Ed.). (1995). *Enhancing learning through self-assessment*. Abingdon, UK: Routledge Falmer-Taylor & Francis.

### *A single chapter/paper in an edited book*

Dam, L., & Legenhausen, L. (1999). Language acquisition in an autonomous learning environment: Learners' self-evaluations and external assessments compared. In S. Cotterall & D. Crabbe (Eds.), *Learner autonomy in language learning: Defining the field and effecting change* (pp. 89–98). Bayreuth Contributions to Glottodidactics, Vol. 8. Frankfurt, Germany: Peter Lang.

### *An article from a print journal or magazine*

Coxhead, A. (2000). A new academic world list. *TESOL Quarterly*, 34(2), 213–238.

### *An article from an online source*

Vallin, R. D. (n.d.). A guide to writing an abstract [Online document]. The Mathematical Association of America. (Retrieved 15 September 2011 from <http://www.maa.org/students/writing%20abstracts.pdf>)

### *A general reference to a website*

ICC – The European Language Network – What is EUROLTA? [http://www.icc-languages.eu/what\\_is\\_eurolta.php](http://www.icc-languages.eu/what_is_eurolta.php)

*An unpublished conference presentation*

Jonkman, R. (1996). Non-convergent discourse in Friesland as a special type of codeswitching. Paper presented at the Sociolinguistics Symposium 11, Cardiff, UK, 5–7 September 1996.

*Conference proceedings*

Schnase, J. L., & Cunniss, E. L. (Eds.). (1995). Proceedings from CSCL '95: *The First International Conference on Computer Support for Collaborative Learning*. Mahwah, NJ: Erlbaum.

*An unpublished thesis or dissertation*

Lastname, F. N. (Year). *Title of dissertation* (Unpublished doctoral dissertation). Name of Institution, Location.

*A published thesis or dissertation*

Lastname, F. N. (Year). *Title of dissertation* (Doctoral dissertation). Retrieved from Name of database. (Accession or Order Number)