

**ELTEAM 3RD CONFERENCE
GUIDELINES FOR PAPER SUBMISSION**

1. GENERAL GUIDELINES

- a. The submitted paper should be written based on the template (see Appendix 1) in PDF format.
- b. The submitted paper should be consistently written with single space and in American English or British English language.
- c. The title, author identity, and abstract are typed in a single column. The space between the columns is 5 mm. However, a double column set with equal column width is applied to the other following sections.
- d. An A4-sized paper is set with these margins: top: 3.5 cm, bottom: 3.5 cm, left: 3.5 cm, and right: 2 cm.
- e. The maximum length of the whole paper is 8 pages.

2. WRITING STRUCTURES

- a. Preliminary Section: title, author identity, and abstract
- b. Main Section: introduction, literature review, research method, findings and discussion, and conclusion and suggestions
- c. Final Section: acknowledgement (if any) and references

3. TITLE AND AUTHOR IDENTITY

- a. Apply Times New Roman 12 and single space to all (maximum 15) capitalised and bold words in the title of the paper.
- b. A complete name of the author is put under the title of the paper. Only the first letter of each name is capitalised. If there is more than one author, the names are given in order.
- c. Apply Times New Roman 10 to the affiliation and the email written under the author name.

4. ABSTRACT

- a. The abstract contains a core problem or introduction to the research, the research method, and the findings. The heading 'Abstract' is bold.
- b. The abstract contains 250 words in maximum. It is typed with single space.
- c. All words presented in a one-paragraph abstract are typed with Times New Roman 11 and justified alignment. No indentation of the first line is needed.
- d. Three to five keywords are written under the abstract. The word 'Keywords' is bold.

5. GENERAL RULES FOR WRITING THE CONTENT

- a. Every subsection is written with Times New Roman 11 and is bold.
- b. The first line of each paragraph is indented and set with .75 cm. No space is set among paragraphs.

- c. Apply word spelling to numbers which are less than ten (e.g. three, five, and seven) and numeric spelling to those which are greater than or equals to ten (e.g. 10, 31, and 65).
- d. Tables and figures should be written with clear information in order.

6. REFERENCES

The referencing system is 'Harvard Referencing Standard'. All citations cited in the content should be listed in the references. Recent references are prioritised. Following examples are provided:

- a. Book
 - [1] Nation, I. S. P. 2008. *Teaching Vocabulary: Strategies and Techniques*. Cengage Learning. Boston.
- b. Journal Article
 - [2] Vedyanto, -. 2016. Correlation between Picture Use in Test Format and Students' Vocabulary Achievement. *Advances in Language and Literary Studies*. 7(1): 54-59.
- c. Conference Proceeding
 - [3] Gunawan, S. 2014. Material Development in the Teaching of Rhetoric of Business Communication. *ELTeaM 2nd International Conference on Language Teaching Materials*. 31 October-1 November 2014, Pontianak, Indonesia. pp. 14-25.

7. ADDITIONAL GUIDELINES

- a. Each mathematical formula is written with Microsoft Equation. A bracketed number is put at the end of it.
- b. Each table is marked with a number and written in order (Table 1, Table 2, etc.). Centre and justified alignment should be considered.
- c. Each figure is marked with a number and written in order (Figure 1, Figure 2, etc.). Centre and justified alignment should be considered.

Note:

This file is adopted from simlitabmas.dikti.go.id/fileUpload/.../Panduan%20Artikel%20Hibah%20Penelitian.pdf (accessed on 2 June 2016).

Appendix 1. A Paper Template

THE TITLE IS WRITTEN WITH TIMES NEW ROMAN 12 AND IS BOLD (MAXIMUM 15 WORDS)

Author 1¹, Author 2², etc. [Apply Times New Roman 10 and Bold]

¹Faculty, Institution (author 1)

Email: author_1@xyz.com

²Faculty, Institution (author 2)

Email: author_2@xyz.com

Abstract [Apply Times New Roman 11 and Bold]

The abstract contains a core problem or introduction to the research, the research method, and the findings. All words presented in a one-paragraph abstract are typed with Times New Roman 11 and justified alignment. No indentation of the first line is needed.

Keywords: Three to five keywords are written under the abstract.

1. INTRODUCTION [Apply Times New Roman 11 and Bold]

The introduction includes the background of the problem and urgency and rationalisation of research conduct. The objectives are also written in this section [Apply Times New Roman 11, normal].

2. LITERATURE REVIEW

This section contains supporting and relevant theories of the research [Apply Times New Roman 11, normal].

3. RESEARCH METHOD

The research method explains the design of research, techniques and tools of data collection, research variables, and procedures of data analysis [apply Times New Roman 11, normal].

4. FINDINGS AND DISCUSSION

This section shows the research findings. Tables, figures, and charts can be inserted. The discussion section logically interprets the obtained findings and confirms them with relevant previous research findings [apply Times New Roman 11, normal].

5. CONCLUSION

The conclusion includes a short summary of the findings and the discussion [apply Times New Roman 11, normal].

6. REFERENCES

Alphabetical references cited are listed here. Referencing applications (e.g. Mendeley, Zotero, Reffwork, Endnote, etc.) are suggested [apply Times New Roman 11, normal].