

The Open University of Hong Kong
Research Institute for Bilingual Learning and Teaching
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Paper Submission Guidelines

The paper should be submitted in PDF or Microsoft Word format. The author(s) should provide a title, the name(s) of the author(s), author affiliation(s), mailing address(es), email address(es), and key words (at least three and no more than six). Detailed guidelines are as follows:

Font type

- The whole text should be in Times New Roman.

Title

- The title of the paper should be 14-point, in capital and lower case letters, and centered.

Author information

- Use 10-point for the author names(s), 9-point for affiliation(s) and mailing address(es), and 8-point for email address(es), and centered.
- Authors should write their surnames in capital letters.
- The author information should appear below the title, with one blank line after the title.

Abstract

- The abstract submitted with the full paper should be no more than 300 words and should appear at the beginning of the paper. It should be 9-point and there should be two blank lines before and after the abstract.

Keywords

- Include at least three and no more than six keywords.
- The keywords should be 9-point and there should be two blank lines before and after the abstract.

Main text

- Text throughout the paper should be 10-point in Times New Roman, single space and justified. Italic type may be used to emphasise words in running text. Bold

type and underlining should be avoided.

- Headings should be in capital and lower case letters (i.e. nouns, verbs, and all other words except articles, prepositions and conjunctions should be set with an initial capital) and should, with the exception of the paper title, be aligned left. Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalised.
- One blank line should appear between the parts of the paper (i.e. introduction, methods and procedures, results, conclusion, references)
- Abbreviations should comply with the standard use. They should be given in full format at the first place they are used.

Table and figures

- Tables should be numbered and have captions which appear above them.
- Graphics and pictures should not exceed the given page margins, and should be prepared in pure black and white format.
- Figures should be numbered and have captions which appear under them.
- Captions should be 9-point.

Footnotes

- A superscript numeral to refer to a footnote should be used in the text either directly after the word to be discussed or — in relation to a phrase or a sentence — following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the page within the normal text area, with a line about 5 cm long immediately above them.
- Footnotes should be 9-point and aligned left.

References

- The author-date method of in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text
- All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the paper.

香港公開大學
雙語教學研究中心
二零一八雙語教學國際學術會議
二零一八年十月廿五至廿七號

論文正文基本格式

論文格式需為 PDF 或 Microsoft Word 檔案。論文必須包含論文標題、作者姓名、作者所屬機構、電郵地址、通信地址及三至六個關鍵詞。詳細的格式規定如下：

字型

- 全文字型須統一為新細明體。

標題

- 標題字型大小須統一為 14 號字體並置中。

作者資料

- 作者姓名字型大小須統一為 10 號字體，所屬機構字型大小須統一為 9 號字體，電郵地址及通信地址字型大小須統一為 8 號字體。
- 作者資料須放置於論文標題下空白一行處並置中。

論文摘要

- 論文摘要需同時附於論文正文開頭並不多於三百字。字型大小須統一為 9 號字體並同時將論文摘要上下兩行留空。

關鍵詞

- 不少於三個，六個為限。
- 字型大小須統一為 9 號字體。
- 關鍵詞須置於論文摘要下空白兩行處，同時關鍵詞下方兩行亦需留空。

正文

- 正文字型大小須統一為 10 號新細明體，單行行距。作者可以將重點字句以斜體顯示，請避免使用粗體或底線。
- 除論文標題、作者姓名、作者所屬機構、電郵地址、通信地址置中外，正文全文須靠左對齊。
- 論文中的每個小部份(如引言、研究方法、研究結果、結論、參考資料)之間需留空一行作區隔。
- 使用中文縮寫時需符合標準，在第一次使用時須同時將其全寫列出。

圖表與數字

- 表格須附有明顯的編號，同時標題須置於表格上方。
- 相片或圖片須以黑白呈現及不能超出頁面邊界。
- 統計圖表需注明數字，同時標題須置於統計圖表下方。
- 標題字型大小須統一為 9 號。

注腳

- 正文引文部份須以阿拉伯數字為註碼並置於標點符號後。
- 參考資料置於註碼當頁下方，上方須以一條約長五厘米之橫線以作區隔。
- 注腳字型大小須統一為 9 號並靠左對齊。

參考資料

- 正文所有引用資料須放於參考資料表中。