Style Guide for English Papers

Title: Times New Roman, 16-point, bold, centered

Chapter Title

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Author(s): Times New Roman, 12-point, 2 spaces separating authors, centered.
The author name must be written in full as the first name, followed by the middle name initial and last name. That is, Emily B. White but not E. B. White, Yu-mei Kang but not Y. Kang, should be used.

Author affiliation(s) and email: Times New Roman, 10-point, centered, single-spaced

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Abstract

The abstract should be a single paragraph of no more than 250 words, 10-point; please indent 1cm and justify. Put the word *Abstract* in 12-point, bold font, and centralized. Apply the same typesetting to your keywords and use bold font for the word Keywords.

Keywords: full paper, style guide, formatting

Introduction

This document contains guidelines to help you prepare your research paper. The following guidelines are in APA style.

Your paper can be written in either English or Chinese, depending on the language you will use to present your paper. For submissions in Chinese, the English translations of the title and abstract must also be provided.

When you finish formatting your paper, please e-mail it to kkychan@hkmu.edu.hk and cslau@hkmu.edu.hk by **31 March 2026** to be considered in the peer-reviewed publication.

Styles to Be Adopted

Your paper should be prepared for printing on A4 paper with margins set to 2.54 cm on top and bottom margin, and 3.17 cm on left and right margin. The length of the paper, excluding references and appendices, should be between **6,000 and 10,000 words**. Typically the body text should be divided into headed sections (Introduction, Method, Results and Discussion, Conclusion, etc.).

Headings

Try not to use more than 3 levels of headings. Format your headings as instructed by Table 1:

Table 1
Format for Headings in Conference Papers

Level	Format	Example
1	14-point size, bold, centered, first letters of important words capitalized, single-spaced, followed by one blank line	**Research Design**
2	12-point size, bold, left aligned, first letters of important words capitalized, single-spaced, with the following text starting on the next line	**A Multi-Method Approach** XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX . . . ***Teacher interviews.*** XXXXXXXXXXX XXXXXXXXXXXXXXXXX . . . **Results and Discussion**
3	12-point size, bold, italicized, indented 0.85 cm, first letter of the heading capitalized, ending with a period, with the following text starting on the same line	**Questionnaires** XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXX . . . ***On teaching materials.*** XXXXXXXXX XXXXXXXXXXXXXXXXXXXX . . .

Note. Times New Roman should be used for all three levels of headings.

Main Text

Use 12-point, Times New Roman font throughout the paper, unless otherwise indicated[1]. All paragraphs should be indented by 0.85 cm, single spaced (line spacing: 16 pt), and justified from both sides. There should be no blank lines between paragraphs under the same heading level.

Tables and Figures

Tables and figures should be edited as advised here. For details not specified, please consult APA 6th Ed. It is always useful to consider the readability of your tables and figures when choosing between available formats.

1. Label your tables and figures, in the order in which they first appear in the text, as Table 1, Table 2, and Table 3 or Figure 4, Figure 5, and Figure 6. Do NOT use Table 1, Table 1a, Table 1b or Figure 2.1, Figure 2.2, Figure 2.3, etc.
2. The table title (italicized, with first letters of important words capitalized) should be typed on a separate line from the label. Both the label and the title should be in 12-point font, Times New Roman, and left aligned with the

[1] Footnotes should be 10-point with full justification. Footnotes are preferred; Endnotes should be used only if absolutely necessary.

leftmost edge of the table. Table notes should be introduced by *Note.* (italicized, followed by a period), and placed under the body of the table, in 10-point font, Times New Roman. Left align the notes with the leftmost edge of the table. See Table 1 for an example.

3. Figures should be of good quality and clean, with clear lettering. The caption, designated by the label *Figure X*. (italicized, followed by a period), should appear below the graphic, left aligned with the leftmost edge of the graphic, and again in 10-point font, Times New Roman. See Figure 1 for an example.

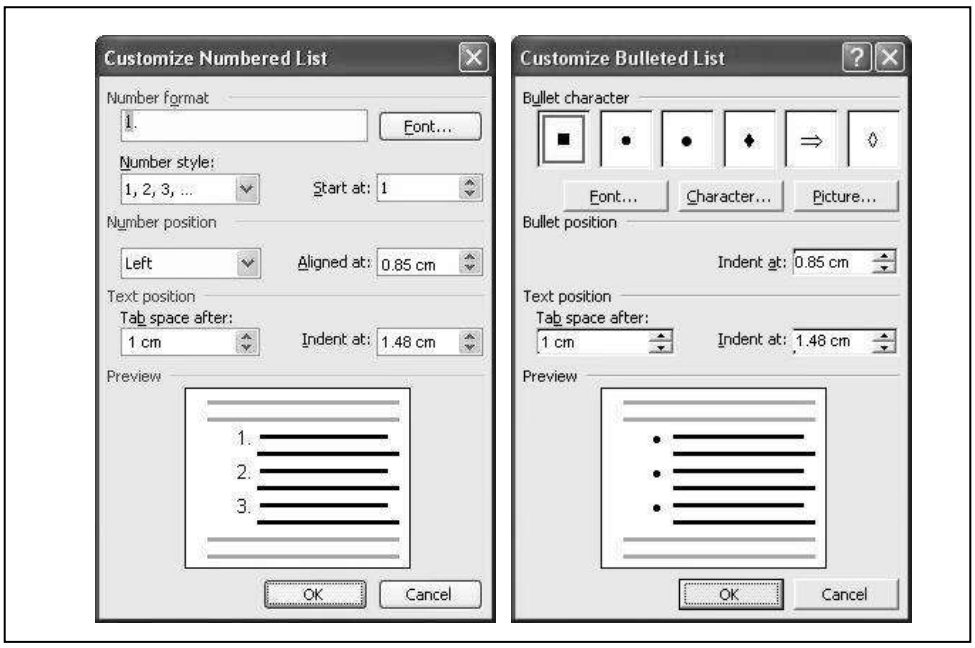

Figure 1. Formatting itemized elements for LTTC Conference Papers. Open the Format menu and choose Bullets and Numbering. This opens the Bullets and Numbering dialog box. To customize the placement of the bullets or numbers in the list text or change the bullet style, click the Customize button. This opens the Customize Bulleted List or Customize Numbered List dialog box.

In-text Citations

General guidelines. APA requires the author-date method of citation. The most typical case would be to list the author's last name and the publication year. Page numbers are only required for a direct quote. All in-text citations must have a corresponding reference list entry. For more detail, please see *APA* 6th Ed.

Quotations. APA 6th Ed. instructs that if the quotation contains fewer than 40 words, then you should "incorporate it into text and enclose the quotation with double quotation marks" (p.170), as shown in this example. If a direct quote is a longer one, this is how it should be done:

> If the quotation comprises 40 or more words, display it in a freestanding block of text and omit the quotation marks. Start such a *block quotation* [original emphasis] on a new line and indent the block about a half inch from the left margin (in the same position as a new paragraph). If there are additional paragraphs within the quotation, indent the first line of each an additional half inch. (p.171)

This guide requests the blocks (in 10- point font) be indented 0.85 cm instead.

Appendix

Begin each appendix on a separate page. If there is only one appendix, label it as Appendix; if there are more than one, label them as Appendix A, Appendix B, etc. Give each appendix a title. If there are multiple tables within the same appendix, label them as Table A1, Table A2, etc., to distinguish them from those of the main text.

References

A sample reference list is provided at the end of this article. Notice that it is far from a comprehensive list of all possible reference types. Consult *APA* 6th Ed. for more reference examples and guidance.

Appendix: List of styles adopted in the sample paper

Type of Text	Font Size (Points)	Typeface	Indent	Alignment	Space Above/ Below Paragraph
All text in the paper		Times New Roman			
Title	14	**Bold**	None	Centered	Below: One-line blank
Author name	12		None	Centered	Above: One-line blank Below: One-line blank
Author information	10		None	Centered	Above: One-line blank Below: One-line blank
Abstract [a]	10		Left & right: 1 cm	Justified	Above: One-line blank Below: One-line blank
Keywords [b]	10		Left & right: 1 cm	Justified	Above: One-line blank Below: One-line blank
Level 1 heading	14	**Bold**	None	Centered	Above: One-line blank Below: One-line blank
Level 2 heading	12	**Bold**	None	Left	Above: One-line blank
Level 3 heading	12	**Bold,** *Italic*	Left: 0.85 cm		
Main text	12		Indent all paragraphs by 0.85 cm	Justified	None between paragraphs under the same level
Footnote	10		None	Justified	
Table label & title	12	*Italicize title*	None	Left aligned with the left edge of the table	0.5 line blank between the title and the top line of the table
Table note [c]	10		None	Left aligned with the left edge of the table	None between the bottom line of the table and the notes
Figure caption [d]	10		None	Left aligned with the left edge of the figure	0.5 line blank between the bottom line of the figure and the caption
Block quotation	10		Left: 0.85 cm	Justified	Above: One-line blank Below: One-line blank
References	12	Italicize appropriate elements	Left: -0.85 cm (or outdent 0.85 cm)	Justified	None between each entry

Note. **Paper Format:** A4 (21 x 29.7 cm), Portrait; **Margins:** 2.54 cm on all sides; **Gutter:** 0 cm; **Header Distance:** 1.5 cm; **Footer Distance:** 1.75 cm. **Line spacing**: 16 pt

[a] "**Abstract**" should be bold, in 12-pt font, and centered.

[b] Bold "**Keywords**."

[c] Italicize "*Note*."

[d] Italicize the label "*Figure X*."

Outdent 0.85cm

References

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