



Guidelines for the Preparation of a Manuscript for RTETL Conference

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Abstract: This paper provides guidelines for the preparation of manuscripts for the The First National Conference in Teaching English, Translation and Linguistics (RTETL) to be held in Islamic Azad University, Khorasgan branch on 2 & 3 March, 2013. This paper itself is an example of the desired format. Formats for equations, tables and references are also presented.

Keywords: Conference publication format, guide to authors.

1. Introduction

It is our aim to produce uniform conference proceedings. We would therefore appreciate it very much if you would prepare your paper in accordance with the following guidelines. Papers will not be accepted for process if they are not prepared in accordance with the required format.

Proportional-spaced fonts (e.g. Roman or equivalent) should be used in the main body text. Please try to avoid using mono-spaced fonts (e.g. Courier). Font sizes are specified in TABLE I.

2. Format

Each manuscript is to be submitted electronically in PDF format through RTETL online paper submission system. The length of the paper is limited to six pages. Your paper should be submitted on A4 (210 mm x 297 mm) page and typed in a two-column format as shown in this template.

2.1 Title Block

The paper title should be typed with the first character in every word in capital letters, centred at the first page. The title should be bold printed and should not be underlined. The name(s) of the author(s) and author affiliation(s) should be centered, with the first character in every word in capital letters.

In the end of the title block and after the author affiliation(s) the author's e-mail address must be written.

2.2 Abstract and Keywords

A meaningful and concise abstract is required. The abstract should not exceed 200 words. The authors should also select up to five keywords to supplement the title reflecting the subject matter.

2.3 Headings

Main headings (first order headings) should be centered. There should be the space of 8 pt before and the space of 4 pt after the main heading.

Second order headings should commence at the left-hand margin of the column. There should be the space of 4 pt before and the space of 2 pt after the second order heading.

Third order headings should commence at the left-hand margin of the column. There is no space before or after the third order heading.

First and second order (or main) headings should be typed with the first character in every word capitalised, and boldfaced. Third order headings should be typed with the first character in every word capitalised, in the italic format.

3. Other Requirements

3.1 Figures and Tables

Figures and tables can occupy either one or two columns. Large figures, one column figures, should be placed at top or bottom of the page. Small figures, fitted in a column, could be placed wherever in the text.

Figures caption should be placed at the bottom of the figure. If the caption occupies only one line, it should be centered; otherwise, it should commence at the left-hand margin of the column. Figures should be numbered continuously with Arabic numbers.

Fig. 1 is an example of two column figure, while Fig. 2 is an example of one column figure.





Fig. 1: A figure fitted in a column



Tables could be placed in one or two columns, the same as figures.

Tables caption should be placed at the top of the figure and should be spaced from the table by 6 pt. If the caption occupies only one line, it should be centred; otherwise, it should commence at the left-hand margin of the column. Tables should be numbered continuously with Roman numbers.

TABLE I is an example of a table. It also illustrates the font sizes preferred. The entire paper will be printed in black and white. Hence, please incorporate figures and tables in black and white only.

TABLE I: Font Sizes in Times New Roman

Usage	Size
Main Title	16 pt Bold
Author(s) Name(s)	11 pt
Affiliation(s)	10 pt
Main Headings	10 pt Bold
Second Order Headings	10 pt Bold
<i>Third Order Headings</i>	<i>10 pt Italic</i>
<i>Abstract</i>	<i>9 pt Italic</i>
Text Body	10 pt
Figures and Tables Captions	8 pt
Subscripts and Footnotes	8 pt
References	8 pt

3.2 Equations

Equations should be in italics and symbols, and should be clearly numbered. Reference to the equations should be in the form of "Equation (2)". For example, Equation (1) is Nobody's Law.

$$\begin{bmatrix} r_{out} \\ r'_{out} \end{bmatrix} = \begin{bmatrix} A & B \\ C & D \end{bmatrix} \begin{bmatrix} r_{in} \\ r'_{in} \end{bmatrix} \quad (1)$$

There should be the space of 6 pt before and after each equation.

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References

References are important to the reader; therefore, each citation must be complete and correct. There is no editorial check on references; therefore, an incomplete or wrong reference will be published unless caught by a reviewer or discussor and will detract from the authority and value of the paper. References should be readily available publications.

List only one reference per a reference number. If a reference is available from two sources, each should be listed as a separate reference. Give all authors' names; do not use *et al.*

All references should be according to APA Style.