

ASIALEX 2019 follows the APA¹ style in the submission of the full papers.

- Your essay should be typed and double-spaced on standard-sized paper (8.5" x 11"), with 1" margins on all sides. You should use a clear font that is highly readable. APA recommends using 12 pt. Times New Roman font.
- Your essay should include **four** major sections²: the **Title Page**, **Abstract**, **Main Body**, and **References**.
- *Title Page*: The title page should contain the title of the paper, the author's name, and the institutional affiliation. It should be **centered** on the page and typed in 12-point Times New Roman font. Do not underline, bold, or italicize the title. The title of the paper should capture the main idea of the essay, but should not contain abbreviations or words that serve no purpose.
- *Abstract*: On the first line of the abstract page, center the word "Abstract" (no bold, formatting, italics, underlining, or quotation marks). In the Abstract section, write a concise summary of the key points (your research topic, research questions, participants, methods, results, data analysis, and conclusions) of your research. Your abstract should be a single paragraph, double-spaced and include between 250-300 words. You may also want to list keywords (type *Keywords*: and list up to 5 keywords) at the end of your abstract.
- *Main Body*: Includes **Introduction, Method, Results, Discussion and Conclusion** (each one should be **bold and centered**).
 - The 'Introduction' presents the problem and premise upon which the research was based. It goes into more detail about this problem than the 'abstract'.
 - The 'Method' section shows how the study was run and conducted. Be sure to describe the methods through which data was collected.
 - The 'Results' section summarizes the data (without any interpretations, just give descriptions of your data). You may prefer to use charts and graphs to display your data.
 - The 'Discussion' section is where you analyze and interpret your results. In this subsection: a) draw conclusions and support how your data led to these conclusions, and b) discuss whether or not your hypothesis was confirmed or not supported by your results.
 - The final section is 'Conclusion' where you sum up the overall description of your aim and findings you came up with during your study. Also, state your limitations in the study and you may comment on the next steps to improve research for future studies within the field of your study.
- *References*: On a new page, write your references (type **References** in bold). Alphabetize and Double-space all entries which means that every article/source mentioned in the paper and used in your study should be referenced and have an entry.

¹ cf. formatting style in APA: <https://www.apastyle.org/learn/quick-guide-on-formatting>

² cf. for more info on sample pages for each section: <http://www.easybib.com/guides/citation-guides/apa-format/>

- Use of **Tables** and **Figures**: During the preparation of your paper, ask yourself this question first: Is the *table* or *figure* necessary? For example, it is better to present simple descriptive statistics in the text, not in a table.
 - Each table and figure must be intelligible without reference to the text, so be sure to include an explanation of every abbreviation (except the standard statistical symbols and abbreviations).
 - Number all tables sequentially as you refer to them in the text (Table 1, Table 2, etc.), likewise for figures (Figure 1, Figure 2, etc.). Abbreviations, terminology, and probability level values must be consistent across tables and figures in the same article. Do not repeat the same data in different tables. Like the title of the paper itself, each table must have a clear and concise **title**.