

Final Paper Formatting Requirements

Papers that do not follow the guidelines below will be returned for editing and may miss being published in the journal.

- * APA Style
- * Times New Roman font
- * All paragraphs and body text justified and single spaced
- * One line separating paragraphs or sections.
- * Manuscript word count should be between 5000-7000 words (excluding tables, figures and references). Manuscripts longer than 7,000 words will be returned for editing
- * All graphs and visuals must be inserted in a JPEG image format, within the page margins. Center images. Do not insert “wordart” such as arrows, lines, or text boxes.
- * Bold any section/paragraph headers, left align
- * Do not use any page headers, footers or page numbers.
- * Use only portrait layout.
- * A contact email address can be added to the end of the paper after references. GEN TEFL is not responsible for unsolicited emails received.
- * Save in a .doc format

Title

- **Capitalize each word (except for short connectives);*
- *Centered between the margins*
- *Times or Times New Roman;*
- *14 point*
- *Bold font; and*
- *No title page.*

Name and affiliation of each author

- *Leave 2 blank lines after title;*
- *Write name and institution of each author on separate lines,*
- *Include the country;*
- *Centered;*
- *Times or Times New Roman;*
- *12 point;*
- *Not bold or italics;*
- *Leave 2 blank lines after the last author; and*
- *No acknowledgements here.*

Abstract

- *Leave 2 blank lines after name and affiliation of each author;*
- *150-200 words in length;*
- *Indent 2 cm from left and right margins;*
- *Start the abstract with the sequence "Abstract:" (without the quotes);*
- *No line break after "Abstract:";*
- *12 point Times New roman;*
- *Not bold or italics; and*
- *Leave 2 lines after abstract.*

Text

- *The body of the paper should begin immediately after the title, author text and abstract.*
- *Times or Times New Roman;*
- *12 point;*
- *Indent the start of each paragraph one tab;*
- *Single line spacing for normal text;*
- *Bold type and underlining should be avoided;*
- *All paragraphs are justified; and*
- *All text should be single-spaced*

Headings

- *Times or Times New Roman;*
- *Leave 2 lines above and 1 line below the headings;*
- *If a heading is directly followed by a lower level heading then the 2 blank lines before the lower level heading should be omitted;*
- *All headings should be capitalized (i.e. all words except for short connectives should have a capital initial);*
- *All (except title) headings should be left-justified; and*
- *Heading levels:*
 - *Title: centered, 14 point, bold*
 - *1st-level heading: left-justified, 12 point, bold*
 - *2nd-level heading: left-justified, 10 point, bold*
 - *3rd-level heading: left-justified, 10 point, bold, italic*

References

- *Alphabetically arranged;*
- *Use APA format. (see the link below for your guidance. <https://owl.english.purdue.edu/owl/resource/560/01/>)*