Preparations of Papers for the TPLS Journal of Academy Publication: A New Version (July 2022)*

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Abstract—**Submitted manuscripts should be between 4000 and 8000 words (including references and appendices). In the paper title, all words of four letters or more should be capitalized. In the abstract, there should be no more than 250 words (as a single paragraph). These instructions give you basic guidelines for preparing camera-ready papers for AP's journals. Please read the instructions carefully.**

Index Terms—**first term, second term, third term, fourth term, fifth term**

I. INTRODUCTION

Your goal is to simulate the usual appearance of papers in a journal of the Academy Publication. We are requesting that you follow these guidelines as closely as possible.

A. Full-Sized Camera-Ready (CR) Copy

Paper size: prepare your CR paper in full-size format, on A4 paper (21 x 29.7 cm).

Margins: top = 3 cm, bottom, left and right = 2 cm.

Type sizes and typefaces: Follow the type sizes specified in Table 1. Times New Roman has to be the font for main text. Papers should be single spaced.

TABLE 1
TYPE SIZES FOR CAMERA-READY PAPERS

Type size (pts.)	Appearance		
	Regular	Bold	Italic
6	Table superscripts, figure superscripts		
8	Tables, table names, table captions, figure captions, footnotes[2], text subscripts and superscripts		
9	References, authors' biographies	Abstract, index terms	
10	Authors' affiliations, main text, equations, section headings, appendices, acknowledgements		Subheadings
11	Authors' names		
24	Paper title		

Paragraph indentation: first-line 0.37 cm. For Abstract and Index Terms, left and right indentations are 1 cm, with no first-line indentation.

Alignment: left- and right-justify your column. Use automatic hyphenation and check spelling. Digitize or paste down figures.

Paragraph spacing: should be single spaced, no space between paragraphs (0 line before and after), do not snap to grid (see Figure 1).

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* Footnotes: 8-point Times New Roman font; copyright credit, project number, etc.
[1] Corresponding Author. (If necessary, the corresponding author may be marked as a foot note here)
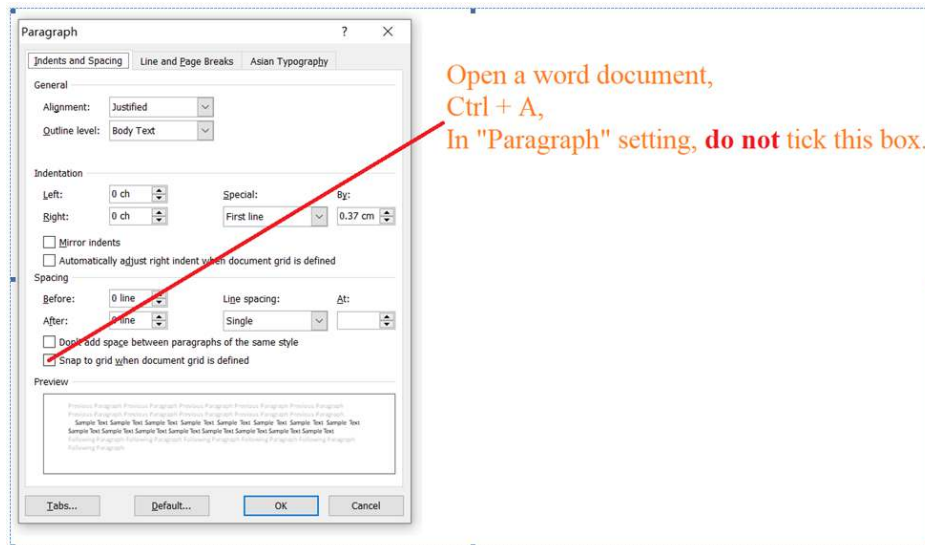[2] This template was last updated on July 1, 2022.

Figure 1 Paragraph Setting in a Word Document

Title: use 24-point Times New Roman font. Its paragraph description should be set so that the line spacing is single with 6-point spacing before and 6-point spacing after.

Section headings (Level 1 Heading): each major section begins with a heading in 10 point Times New Roman font centered within the column and numbered using Roman numerals (except for ACKNOWLEDGEMENTS and REFERENCES), followed by a period, two spaces, and the title using an initial capital letter for each word. The remaining letters are in SMALL CAPITALS (10 point). The paragraph description of the section heading line should be set for 12 points before and 6 points after.

Subheadings (Level 2 Heading): should be 10 point, italic, left justified, and numbered with letters (A, B, …), followed by a period, two spaces, and the title using an initial capital letter for each major word. The paragraph description of the subheading line should be set for 6 points before and 3 points after.

B. An Example of Level 2 Heading

(a). An Example of Level 3 Heading

  1. An Example of Level 4 Heading

  (1). An Example of Level 5 Heading

Please note, there should be at least two headings at the same level (whether it is Level 1 or Level 5).

II. HELPFUL HINTS

A. Figures and Tables

Figure captions should be centered below the figures; table captions should be centered above. Avoid placing figures and tables before their first mention in the text.

For figure axis labels, use words rather than symbols. Do not label axes only with units. Do not label axes with a ratio of quantities and units. Figure labels should be legible, about 8-point type.

Color figures will be appearing only in online publication. All figures will be black and white graphs in print publication.
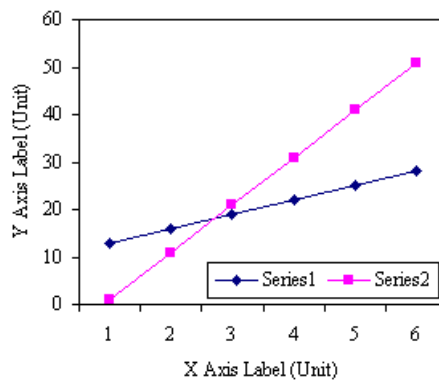
Figure 2 Note How the Caption Is Centered in the Column

B. In-Text Citations

This journal uses an author-date citation system that is based on APA style, which basically contains author's **last name / surname** and the date (year) of publication. Below are some examples:

Miguel and Carney (2022) found that we could provide opportunities for immediate feedback by using project-based learning.

We could provide opportunities for immediate feedback by using project-based learning (Miguel & Carney, 2022).

When there are three or more authors, use the first author's last name/surname plus "et al."

Kaharuddin et al. (2022) examined the effects of task-based language teaching.

Task-based language teaching can produce positive effects in writing descriptive texts (Kaharuddin et al., 2022).

Page number should be mentioned when there are direct quotations.

Miguel and Carney (2022) found that the use of project-based learning "provided opportunities for immediate feedback" (p. 5).

The use of project-based learning "provided opportunities for immediate feedback" (Miguel & Carney, 2022, p. 5).

When a direct quotation has less than 40 words, it is run into the text and enclosed in quotation marks. When a direct quotation has 40 words or more, it is treated as a block quotation:

> A block quotation begins on a new line, and no quotation marks are used. The whole block is indented 1.27 cm from the left margin. If the sentence preceding the block quotation is a complete sentence (as in this example), it is ended by a colon and the first word in the block quotation uses a capital letter; if the sentence preceding the block quotation is part of a sentence (not a complete sentence), it is followed by a comma and the first word in the block quotation uses a small letter.

A passage, after being summarized /paraphrased /reworded/ rewritten, might not be detected as "similar" by a piece of plagiarism-checking software. However, as the ideas or facts are borrowed, credit must be give to the original source /work.

C. References

All the works cited in the text / paper should be listed in *References*. Number the references consecutively in square brackets [1]. No punctuation follows the bracket.

In *References*, list all authors' names if there are less than 21 authors[3]. Papers that have been submitted but not yet accepted for publication should be cited as "unpublished manuscript". Papers that have been accepted for publication but not yet published should be cited as "in press". For a reference that is not in English, if the original language also uses the Roman alphabet (for example, Dutch, French, German, Spanish), first give the original language, then the English translation in square brackets; if the original language doesn't use the Roman alphabet (such as Arabic, Chinese, Japanese, Korean, Russian), first transliterate it into Roman alphabet, then the English translation in square brackets. For online references, a URL and retrieval time must be given.

At the end of each reference, give the DOI (Digital Object Identifier) number as long as available, in the format as "https://doi.org/10.17507/jltr.1205.01"

D. Footnotes

Number footnotes separately in superscripts [1, 2, …]. Place the actual footnote at the bottom of the page in which it is cited. See first page footnote for an example.

E. Abbreviations and Acronyms

Define abbreviations and acronyms the first time they are used in the text, even after they have been defined in the abstract. Do not use abbreviations in the title unless they are unavoidable. The abbreviation "ibid." is not used.

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[3] However, in the text, for a work with three or more authors, "et al." is used.

F. Equations

Equations should be centered in the column. The paragraph description of the line containing the equation should be set for 6 points before and 6 points after. Number equations consecutively with the number in parentheses flush with the right margin, as in Equation 1. Italicize Roman symbols for quantities and variables, but not Greek symbols. Punctuate equations with commas or periods when they are part of a sentence, as in

$$a + b = c \,. \tag{1}$$

Symbols in your equation should be defined before the equation appears or immediately following.

G. Other Recommendations

Use either SI (MKS) or CGS as primary units. (SI units are encouraged.) If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Do not add page numbers.

APPENDIX APPENDIX TITLE

Appendices, if needed, are numbered by A, B, C... Use two spaces before APPENDIX TITLE.

ACKNOWLEDGEMENTS

REFERENCES

(Example: an article in a periodical as a reference)
[1] Dörnyei, Z. (1997a). Motivational factors in second language attainment: A review of research in Hungary. *Acta Linguistica Hungarica, 44*(3), 261–275.
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(Example: a chapter/article in an edited book as a reference)
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Firstname M. Lastname and the other authors should include biographies and photographs at the end of regular papers. Photographs should be cropped into 26mm in width and 32mm in height. The first paragraph may contain a place and/or date of birth (list place, then date). Next, the author's educational background is listed. The degrees should be listed with type of degree in what field, which institution, city, state or country, and the year degree was earned.

The second paragraph uses the pronoun of the person (he or she) and not the author's last name. It lists military and work experiences, including summer and fellowship jobs. The current job must have a location; previous positions may be listed without one. Information concerning previous publications may be included. Try not to list more than three works. The format for listing a book within the biography is similar to a reference. Current and previous research interests end the paragraph.

The third paragraph begins with the author's title and last name (e.g., Dr. Smith, Prof. Jones, Mr. Kajor, Ms. Hunter). List any memberships in professional societies like the IEEE. Finally, list any awards and work for professional committees and publications. Personal hobbies should not be included in the biography.

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