**CLaSIC 2024 Conference Proceedings**

**Instructions to Authors for Submission of Full Papers**

**Style Sheet (Adapted from APA 7.0)**

For full papers to be included in the digital conference proceedings (with ISBN), they must be formatted according to the specifications and style sheet below, and then sent in Microsoft Word format (.docx) to clasic@nus.edu.sg **by 31 October 2024**.

**Late submissions will not be included**.

File names should adopt the following format.

**familyname\_givenname.docx**

(e.g., chan\_waimeng.docx)

Authors are responsible for the linguistic and factual accuracy in their own manuscripts, which should be free from spelling and grammatical errors.

|  |  |
| --- | --- |
| **Style Sheet Specifications** |  |
| Document format | Microsoft Word |
| Paper Size | A4 |
| Margins | Left and right, 2.5 cm, Top and bottom: 3 cm |
| Maximum file size: | Under 5 MB. |
| Font/Sizes: | Times New Roman 12 pt. for main body, references,11 pt. for captions of tables and figures |
| Line Spacing:  | Single (unless otherwise indicated) |

Please refer **to the examples in the following pages for more information.**

For any enquiries, please write to clasic@nus.edu.sg

***Style Sheet***

**TITLE OF PAPER (IN UPPER CASE ONLY, BOLD, CENTRED, TIMES NEW ROMAN 16PT)**

(Times New Roman 12pt.) 2 lines

between title and author1)

**Author1’s name (in Times New Roman 13pt)**

(Corresponding author’s e-mail address in Times New Roman 11pt.)

Author’s Institution, Country of Institution (in Times New Roman, 11 pt. 1 blank line)

(Times New Roman 12pt.) between co-authors)

**Author2’s name (in Times New Roman 13pt)**

(Corresponding author’s e-mail address in Times New Roman 11pt.)

Author’s Institution, Country of Institution (in Times New Roman, 11 pt. 1 blank line)

(Times New Roman 12pt

In 3 lines

between co-author and abstract)

**Abstract** (in Times New Roman 12pt bold)

(Times New Roman 12pt, 1 line)

Papers should have a single paragraph abstract of between 150 to 250 words, in Times New Roman 12pt.Abstract should be in a single paragraph and between 150 and 200 words. The font remains as Times New Roman, at 11 pt., fully justified. There would be two blank lines between the end of abstract and the first-level heading.

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**1** **First Level Heading in upper and lower cases, Times New Roman, 12 pt., bold, hanging indent, approximately 0’25"**

(Times New Roman 12pt, 1 line)

Use a decimal system for all headings from the second level

(Times New Roman 12pt, 1 line)

***1.1*** ***Second Level Heading in upper and lower cases, Times New Roman, 12 pt., italicised bold, hanging indent, approximately 0’38"***

(Times New Roman 12pt, 1 line)

Use a decimal system for all headings from the second level

(Times New Roman 12pt, 1 line)

***1.2*** ***Second Level Heading in upper and lower cases, Times New Roman, 12 pt., italicised bold, hanging indent, approximately 0’38"***

(Times New Roman 12pt, 1 line)

Use a decimal system for all headings from the second level

(Times New Roman 12pt, 1 line)

***1.2.1*** ***Third Level Heading in upper and lower cases, Times New Roman, 12pt, italicised bold, hanging indent, approximately 0'50". Avoid using more than 3 levels of heading***

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The main changes in APA 7.0 as compared with APA 6 are presented in the next subsection.

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***1.2.2*** ***Third Level Heading in upper and lower cases, Times New Roman, 12pt, italicised bold, hanging indent, approximately 0'50". Avoid using more than 3 levels of heading***

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Here are the main changes in APA 7.0 as compared with APA 6

**(a) Publisher Location**: The requirement to include the publisher's location has been removed in APA 7th edition.

**(b) DOI Presentation**: Digital Object Identifiers (DOIs) are now formatted as URLs (e.g., <https://doi.org/xxxxx>), making them more accessible.

**(c) Citing Online Sources**: The phrase "Retrieved from" is no longer required before URLs, except in instances where a retrieval date is necessary because the content is designed to change over time (e.g., wikis).

**(d) Citing eBooks**: When citing eBooks, the format, platform, or device (e.g., Kindle) is no longer required. Only the DOI or URL is included at the end of the citation.

**(e) Number of Authors in Citations**: In APA 6th edition, when a source had three to five authors, you would list all authors the first time it was cited and then use "et al." for subsequent citations. In APA 7th edition, for a work with three or more authors, "et al." is used for all citations, including the first citation.

In references, papers with up to 20 authors should list all authors. Those with more than 20 authors, first 19 authors are to be listed, followed by an ellipsis (...), and then the last author's name.

**(f) Fonts and Formatting**: APA 7th edition is more flexible regarding font choices, allowing for several options beyond Times New Roman 12 pt, including Calibri 11 pt, Arial 11 pt, Lucida Sans Unicode 10 pt, and Georgia 11 pt.

**(g) Tables and Figures**: There are updated guidelines for formatting tables and figures to enhance clarity and readability.

**(h) Annotation in Reference Lists**: APA 7th edition provides guidelines for annotated bibliographies, which were not officially included in the 6th edition.

**(i) Issue Numbers**: The 7th edition requires the inclusion of issue numbers in parentheses immediately after the volume number for all periodicals that have issue numbers, not just if each issue begins on page 1.

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### **2** **In-Text Citation**

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***2.1*** ***For a Work by One or Two Authors***

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Include the author's last name and the year of publication. For direct quotes, also include the page number.Example: (Smith & Doe, 2020, p. 318)

(Times New Roman 12pt, 1 line)

***2.1*** ***For a Work by Three or More Authors:***

(Times New Roman 12pt, 1 line)

Use the first author's last name followed by "et al." and the year of publication. Example: (Smith et al., 2020)

(Times New Roman 12pt, 1 line)

These examples provide a basic overview of how to format figures, tables, and references in APA 7th edition style, along with how to cite these elements within your text. Remember, the goal of APA formatting is to ensure clarity, precision, and consistency in academic writing.

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**3** **Graphs, diagrams and photos**

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While the APA 7th edition maintains the importance of labeling, numbering, and positioning figures and captions for clarity and consistency, it offers flexibility in font choices with better accessibility.

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The requirement for captions to be concise and explanatory remains, ensuring that figures are understandable independently of the main text.

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***3.1*** ***Labeling and Numbering****:*

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**(a) Figures** (which include graphs, diagrams, maps, and photographs) should be numbered with Arabic numerals in the order they are mentioned in the text. This aspect remains consistent with the guidance you mentioned.

**(b) Figure Captions**: In APA 7th edition, figure captions provide a concise explanation of the figure and should be positioned below the figure. Captions should include a brief title and/or description of the figure, followed by any necessary citations. The APA 7th edition guidelines specify that captions should be concise but explanatory, making the figure understandable without reading the text of the paper.

**(c) Font and Formatting for Captions**: While APA 6th edition had specific recommendations for font size and style for captions (like your example of Times New Roman, 11 pt., Boldface), APA 7th edition offers more flexibility. It suggests using the same font throughout the document, including figures and captions, but it allows for a range of font sizes (usually between 8 and 14 points) for within-figure text to ensure readability. The key is consistency and clarity. The guidelines do not explicitly require captions to be boldfaced, emphasizing instead that the presentation be clear and readable.

**(d) Positioning of Figures and Captions**: Figures and their captions should be centered on the page if possible. Captions appear directly below the figure and should be aligned with the left margin of the figure. The requirement for the caption to appear one blank line below the figure aligns with ensuring the figure and its caption are seen as a cohesive unit while maintaining readability.

**(e) Accessibility**: APA 7th edition places a stronger emphasis on accessibility, suggesting that authors provide alternative text (alt text) for figures to ensure that readers with visual impairments can understand the content through screen readers.

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Below are simplified examples for formatting a figure, a table, and a reference in APA 7th edition style.

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These examples are designed to illustrate basic formatting principles.

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Example of a Figure Citation in Text: As shown in Figure 1, the trend indicates...

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**(Image: The actual figure (e.g., graph, chart, photograph) appears above the figure number and title. Ensure the figure is clear, well-labeled, and of high quality.)**

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**Figure 1.** Description of the trend observed in the data. Note: Additional explanation or note about the figure.

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Table 1 summarizes the demographic information.

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**Table 1**

Summary of Demographic Information

|  |  |  |
| --- | --- | --- |
| **Variable** | **Group A** | **Group B** |
| Age | 25 | 30 |
| Gender | 55% M | 45% F |
| Participation | 100% | 98% |

**Note.** M = Male, F = Female. The percentages represent the distribution within each group.

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**4** **Avoid foot notes as far as possible**

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Instead of foot notes, integrate the notes into the body of text, or use endnotes.

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**5** **Listing references in APA 7.0 that have been cited in-text**

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To obtain automatic references in APA 7th edition format, you can use various online citation generators, reference management software, and digital library databases. These tools can help you create citations quickly and ensure they adhere to the correct format. Here are some popular options:

**(a) Zotero**: This is a free, open-source reference management software that allows you to collect, organize, cite, and share research. It offers a plugin for web browsers and integrates with word processors for easy citation.

**(b) Mendeley**: Another reference management tool that provides a desktop application and web version. It allows for PDF storage, annotation, and citation generation in various styles, including APA 7th edition.

**(c) EndNote**: A more advanced tool used for managing bibliographies and references. While it is a paid software, it offers comprehensive features for academic writing, including automatic citation formatting.

**(d) Cite This For Me (formerly RefME)**: This is an online citation tool that offers a free basic version and a premium subscription. It allows you to generate citations in a variety of styles, including APA 7th edition, and can be accessed via a web browser.

**(e) EasyBib**: Offers a simple interface for creating bibliographies and citations in multiple styles, including APA 7th edition. The basic version is free, but full features require a subscription.

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### **References**

Author, A. A., & Author, B. B. (Year). An example of a journal article reference. *Title of the Periodical, volume number*(issue number), pages. <https://doi.org/xx.xxx/yyyy>

Smith, J., & Doe, J. (2020). A study on happiness. *Journal of Positive Psychology, 15*(3), 315-326. <https://doi.org/10.1080/17439760.2020.1818817>