

YESS Papers style template: type your title here (the style is called heading 1, do not capitalize words)

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Please read this first. You are advised to make *two* copies of this electronic template file. Keep one as a backup, and for reference. Use the other as the template for your YESS paper. Preferably delete all the text from the second before you begin writing, and use the styles provided to format it, following the guidance below. If you are not familiar with using styles, you may prefer to type directly into the formatted sections above and below (which will incorporate the relevant styles) and then delete the guidance afterwards. Several styles are provided (details are given below). *Do not add or import any additional styles to the document you submit.* This can happen inadvertently if you copy and paste from another file. This can be avoided by first pasting into a text editor, such as Notepad. If you don't normally use styles in WORD, you would benefit from finding out about styles before you use this template.

Save your YESS paper in .doc or .docx format with the following format:

AuthorName_TWGX.doc (using the name of the first, or presenting, author)

e.g., Tatsis_TWG1.doc

Keywords: Type the keywords here, the first letter of the first keyword (only) is capital, there is a comma between keywords and a dot at the end. Use 3 to 5 Keywords.

The main section heading is called heading 2.

This is the style **Normal**. The style automatically provides a 6pt space after paragraphs, which means that you don't need to leave a line between paragraphs.

This is Style Heading 3, if you need it.

We hope that the three Heading Styles will suffice to structure your paper. Please avoid numbering sections (as opposed to lists and footnotes) 1, 1.2, etc.

Text of tables, figure and diagrams are in FigText

Table 1: Titles of tables, figures, diagrams, are in the style FigTitle, no dot at the end

Figure 1: Title of the figure, no dot at the end

Titles for tables should appear above the relevant table, whilst titles for figures should appear below the relevant figure.

For transcripts, use the style **Transcript** as follows:

Student: Yes, OK.

Tutor: And the first thing to note is, that's a particularly easy one because four squared is sixteen, which is minus one modulo seventeen.

If the lines of the transcript need to be numbered, use the style **Numbered Transcript** as follows.

- 177 Interviewer: How did you do that?
178 Pupil: First I added the nine to 62 to get 71, then I added the 40, so I got 111 altogether. I think that's what I did.

But if you make no reference to the line numbers, the style Transcript is preferred. For transcripts that include features that cannot be presented using the styles Transcript or Numbered Transcript, a figure or table can be used following the guidelines above as closely as possible.

Where appropriate / necessary, translations may be provided as follows:

- 177 Interviewer: Kako si dosao do ovoga?
How did you get that?
178 Pupil: Prvo sam dodao devet prema 62 da bih dobio 71, zatim sam dodao 40,
First I added the nine to 62 to get 71, then I added the 40,
pa sam ukupno dobio 111. Mislim da sam to i učinio.
so I got 111 altogether. I think that's what I did.

Examples of references in the text: "As Smith (2010) states ... Research shows (Smith, 2010; Novak, 2011) ...". **Use APA 7 styles!** Note where commas are (or are not) included: (Smith & Novak, 2011; Zavrel et al., 2011).

For direct quotations in the text, use inverted commas but no italic as in the following example:

Smith (2010, pp. 1–5) states that "pupils should learn more".

Smith states that "pupils should learn more" (2010, pp. 1–5).

Indented quotations like this (more than two lines) are in the style **Quote** (note that no italic and inverted commas are used). Finish the quote with the proper citation such as the one here. No dot after it. (Smith, 2014, p. 15)

For short and long quotations, the reference should include the page number(s) where the quotations are placed.

Notes are footnotes¹.

Acknowledgment

Type any acknowledgment here.

References

Are in the Style **References**. Please make sure you've omitted nothing e.g. page numbers (where appropriate). **References must be in the APA 7 style!** In most cases, do not include the location, but do include the DOI (where available).

See for further information:

(https://www.tandf.co.uk/journals/authors/style/reference/tf_APA.pdf, see also

<https://apastyle.apa.org/instructional-aids/tutorials-webinars>)

Note that in-text citations have been simplified in APA 7. See the following for further information on the differences between APA 6 and 7:

<https://apastyle.apa.org/instructional-aids/whats-new-7e-guide.pdf>

¹ This is the style Footnote.

Things to be aware of:

et al. – write with a full stop.

Do not use abbreviations Fig., Tab. When referring to figures and tables, use the whole word with the first capital letter: “In Figure 1, we can see...”

Do not add location for references (except in some special cases). Note this is a change from APA6.

Do not forget to add editors for proceedings (using Eds. – capital letter and a dot) and page numbers for chapters in the books and proceedings.

Do not forget to add both volume and number for articles in journals, such as 4(2). Note that the volume is in italic.

In the list of references, use italic only for titles of books, proceedings and journals or titles of the lecture (when a lecture is referenced to – if the lecture was published in a proceedings, the reference should be made to the proceedings), and volumes for journal articles.

For the range of pages, use the dash, not the hyphen, no spaces around it. Correct is: 5–6, incorrect is 5-6 or 5 – 6.