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TESOL/ Advanced Academic English
Jun.-Prof. Dr. Jennifer Schluer, 2023 (p. 1)

Book Publication: Style Guide
Digital Feedback in Research and Teaching

Book Publication

Digital Feedback in Research and Teaching

- Style Guide -

1. General remarks

Not only the presenters, but also a limited number of additional participants will have the chance to submit a paper about a research project or a report about their teaching practice or a teaching idea. The papers must not have been published elsewhere beforehand. Moreover, they need to pass a peer review procedure.

2. Publication types

Authors can choose one of the following three **publication types**:

(1) Empirical papers about a **research project/ study** (max. 7,000 words incl. references)
(2) Reports about **teaching practice/ pedagogical designs** (max. 4,000 words incl. references)
(3) Descriptions of **teaching ideas/ teaching units** (max. 2,000 words plus appendix, e.g. handout with tasks, lesson plans)

To a limited extent, deviations from the word limit are allowed. Final decisions will be made after the peer review process.

3. Paper topics

The conference "Digital Feedback in Research and Practice" (June 29-30, 2023, at Chemnitz University of Technology) addressed a large variety of digital feedback methods. The presentations dealt with technology-mediated and technology-generated (automated) feedback, including written electronic feedback as well as audio-visual and multimodal feedback. They explored a variety of tools that can be used for feedback purposes and presented possible pedagogical designs as well as frameworks for their meaningful integration in teaching. They offered insights into teaching around the globe, not only in English language teaching, but also from a number of other disciplines, such as literature or media psychology. They presented empirical data from teaching implementations, survey research or feedback product analyses, to name just a few. They discussed course designs and methodological

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frameworks to foster students' and teachers' feedback literacies. They suggested practical ideas for teaching in a variety of educational settings.

Please note that the paper contents do not need to fully match the contents of the presentations that were held at the Digital Feedback Conference. If authors have published their research project elsewhere already, they can still change the focus by e.g. writing a methodological paper, for instance about the teaching practice[1].

We also welcome additional contributions by non-presenters to broaden the depth and diversity of our discussions even further.
Contributors may also consult the "Digital Feedback Map" (Schluer, 2023) at https://tinyurl.com/DigitalFeedbackOverview as well as the book "Digital Feedback Methods" (Schluer, 2022) to gain an overview of the broad range of possible digital feedback implementations.

4. Citation style

The required citation style for the in-text references and the list of references is the most current version of APA Style (American Psychological Association). The DOI links should be added whenever possible.
See https://apastyle.apa.org/ or related websites for details about the APA citation style.

5. Language, spelling and formatting

Language:
- Submissions are possible in English or in German. Based on the feedback that we have received so far, most submissions will be written in **English**.

Spelling:
- We recommend using **American English** spelling, e.g. "behavior" instead of "behaviour". If you prefer British English spelling, make sure to be consistent throughout your paper.
- If you use **special characters** from other languages in your manuscript, make sure to embed the font in your document.

Formatting:

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[1] Brück-Hübner and Schluer (in press 2023) found out that in research papers, this information is typically cut short or left out, even though it constitutes valuable information for follow-up research and for teachers who are interested in implementing that teaching approach. Therefore, papers about teaching practices which explicate the pedagogical design of the use of digital feedback would be a welcome as well.

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- Please use rounded **quotation marks** ("…") instead of straight ones ("..."). The same goes for apostrophes (e.g. "Miller's work" instead of "Miller's work").
- Use proper **dashes** (i.e. " – ") instead of the minus sign (" - ") whenever needed. Use these dashes also for the page numbers in the citations and list of references (e.g. Miller, 2022, pp. 20–23).
- Neither use manually inserted hyphens nor automatic hyphenation at the end of a line. **Hyphenation** will be added in the final stage of the publication process.
- **Footnotes**, **italics** and **bold font** should be used **sparingly**. When using italics and bold font, make sure that the following letter or blank space is no longer italicized or bolded.
    - **Bold print** can be used for highlighting the key term in a definition.
    - *Italics* can be used for indicating a special sense or translation (e.g. the German original transcript is written in normal typeface, whereas the English translation is written in English in italics in the subsequent line).
    - If italics or bold font occurred in the original version of a **direct quote**, either keep them in the quote (while writing "original emphasis" after the in-text quote) or delete it (while writing "emphasis omitted" after the in-text quote). If you add italics or bold print to a quote, please indicate it by writing "emphasis added" after the in-text quote, e.g. "… **term** …" (Miller, 2021, pp. 56–57, emphasis added).
- All paragraphs should be **justified** ("Blocksatz-Formatierung").
- Do **not** insert **blank lines** between paragraphs.

Further formatting details can be found in the paper templates (see next section).

6. Paper templates

Since we aim to launch a new publication series, it will take a while until we receive a pre-formatted template from the publisher. Most likely, we will choose a renowned publisher in the field of English studies to ensure a good circulation of the final book in printed and digital format. Two publishers have confirmed their strong interest in our book project, and we will make a final decision as soon as we have received the preliminary paper topics from everyone.

Hence, the paper template will probably be available later this year. You will then be asked to use the final template for the revision of your paper, i.e. after the peer review stage (see schedule below).

The template will be made available here: **mytuc.org/nmyl**

At present, you can already find there a template called "**Template_RobotoCondensed**", which will most likely **NOT** be the final template that we will receive from the publisher. However, we strongly advise you to use that template for your draft submission. It already

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contains several important pre-formatted components which will ease the formatting and writing process for you (for paragraphs, section headings, reference entries, figure captions etc.). The contents of the headlines and paragraphs in that template can entirely be modified according to your own needs.

7. Figures

When using figures, please pay attention to the following details:

- You must have obtained all permissions for the images you want to use in your chapter. There should be no copyright restrictions. Preferably, you only use illustrations that you have created on your own.
- You can use color figures. However, make sure that the colors are clearly distinguishable from each other for printing in grayscale. You can easily check this by printing the figures while using black ink only. You can do so either by using a PDF printer at your computer or by printing it on paper.
- Number the figures according to their appearance in the paper and insert them at an appropriate position, together with a figure caption.
- In addition to inserting the figures in the paper draft, you need to save them as separate files (JPEG, at least 600 dpi resolution). Use the same figure number in the file name when saving the picture as a separate file (see "Labelling of files" below).

8. Labelling of files

Please name your files as follows:

- File name of Paper (Word and PDF):

Author(s)'LastName(s)_Paper_Date_V01 (e.g. "Schluer_Paper_20230928_V01")

- File name of Figures:

Author(s)'LastName(s)_Fig01_Date_V01 (e.g. "Schluer_Fig01_20230928_V01")
Additional figures should be labelled as "Fig02", Fig03" etc.

- Additional files:

You may also submit additional files in which the figures (or appendices) were produced, such as PowerPoint or Excel. This will help the publisher to obtain high-resolution pictures.

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9. Schedule

We encourage you to start with the writing early to ensure a smooth review and publication process. Together, we should strive to adhere to the following schedule:

Submission deadline of full paper (draft 1):	**mid-October 2023**
Peer review results to arrive by:	**December 2023**
Submission deadline of revised draft:	**mid-February 2024**
Further communication:	**March 2024 onwards**
Submission to publisher:	**Spring/ Summer 2024**

The anticipated publication year is **2024** (the publisher needs approximately four months to process the files).

10. Upload of Publication

Submission as **Word document** and **PDF file**.
Figures should be inserted into the text at the appropriate position. Additionally, they need to be uploaded as separate files (JPEG, at least 600 dpi resolution) and, if available, in their original file format (as PowerPoint, Excel Graph). This will ensure a high-quality print.

Please pay close attention to a correct labelling of the files, as specified above.

Submission Link: **mytuc.org/qzpl**

Submission Deadline: mid-October 2023

We are looking forward to your paper submissions!

If you have any questions, please contact us:

Jun.-Prof. Dr. Jennifer Schluer & TESOL Team of TU Chemnitz

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DFM Website:	https://www.tu-chemnitz.de/phil/english/sections/tesol/dfm.php
Conference Website:	https://www.tu-chemnitz.de/phil/english/sections/tesol/digifeed2023.php
Instagram:	https://www.instagram.com/tesol.tuc/
Digital Feedback Map:	Schluer, J. (2023). https://tinyurl.com/DigitalFeedbackOverview
DF Book:	Schluer, J. (2022). *Digital feedback methods*. Narr Francke Attempto.