Guidelines for Papers submitted to HERDSA for publication (Heading 1)

Author 1
Institution, City, Country
Email address

Author 2
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Email address

Abstract: An Abstract of no more than 250 words should be provided here in the format given in the style 'Abstract'. The word 'Abstract' should be made bold.

Keywords: guidelines, publishing formats, procedures (give three keywords)

Formatting your Paper

This document is an example of the preferred style to be used to format your Paper for submission to HERDSA 2004. You can use the Style sheet in this document (if you know how to use style sheets); otherwise follow the directions given in the document below. The Paper will be published exactly as you submit it, so please follow the guidelines carefully.

The paper length up to a maximum of 3000 words, including Title, Abstract, Main Text, Tables and References.

Preferred file format
The preferred file format for submission of your Paper is Microsoft Word.

Page setup
Use A4 paper size settings and use 2.5cm margins all around, that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm. Leave the Gutter at 0cm.

Headers, footers and page numbers
Ensure that your document does not include headers, footers or page numbers, as these will be added later for the publication.

Footnotes
Do not use footnotes in your Paper.

The structure of the Paper

Title of the Paper (Heading level 1)
The Title should be in Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised). Leave 4 blank lines after the title.

Author details

Author details are centred and should include 3 lines for each author. The first line should have the name of the author in Arial 11 point bold (style: Author). The second line should give the university, city and country of the author in plain text, Times New Roman 11 point (style: Affiliation). The third line should give the author's email address also in plain text, Times New Roman 11 point. There should be one blank line after each author, and two blank lines between the last author and the abstract.

Abstract

The Abstract should be no more than 250 words, and is Times New Roman, 12 point italic, left justified only, in single spacing (style: Abstract). The word 'Abstract' should be first in bold, followed by a colon and then the text of the Abstract. There should be one blank line after the Abstract.

Keywords

Keywords use the same style as the Abstract. Three words or phrases should be provided to facilitate indexing and refereeing. Leave two blank lines after the Keywords.

Body text

Body text is Times New Roman 12 point, single spaced with no paragraph spacing provided before or after. Text is left justified only. Leave one blank line between paragraphs.

Heading level 2

Heading level 2 is Arial 12 point bold with no paragraph spacing before or after. Leave one blank line before and after a Level 2 heading. (NB. Level I heading is used only for the title of the paper.)

Heading level 3

Heading level 3 is Arial 11 point bold italic with no paragraph spacing before or after. Leave one blank line after (but not before) a Level 3 heading.

Heading level 4

Heading level 4 is Arial 10 point bold with no paragraph spacing before or after. Leave one blank line after (but not before) a Level 4 heading.

Figures and Tables

Figure 1: Captions and titles for Figures and Tables

Figures and Tables should be centred. Use Heading level 4 for captions and titles for Figures and Tables, leaving one blank line before and after.

References

References are listed in Times New Roman 10 point, single spacing. Second and subsequent lines within each reference are indented 0.5cm. Do not leave a blank line between references.

Use American Psychological Association (APA) referencing both in text and for listing references at the end of the paper. References in text should be author and date:

… Bates (2000) contended that …
… Berge, Collins, and Dougherty (2000) found that …
… there is strong evidence of this in the literature (e.g., Reeves and Laffey, 1999).

References should be listed in alphabetical order in the reference list. Examples of referencing different sources are given below:

Book:
Bates, A.W. (2000). *Managing technological change: Strategies for college and university leaders.* San Francisco: Jossey-Bass.

Chapter in book:
Berge, Z.L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based courses. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Hershey, PA: Idea Group Publishing.

Journal article:
Reeves, T.C., & Laffey, J.M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal, 18*(2), 219-232.

Conference proceedings:
Edwards, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

Online source:
Chandler, T. (2001). *Outback and in again: A new graduate's experience of rural and remote nursing*. Sixth National Rural Health Conference. Retrieved from http://www.abc.net.au/health/papers/paper11.htm.

Acknowledgements

Acknowledgements can be made after the References. Use Level 3 Heading and Body text style. Leave one blank line after the Acknowledgements.

Copyright statement

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