

# Guidelines for papers submitted to HERDSA 2007 for publication (Heading 1)

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**Abstract:** An abstract of no more than 250 words should be provided here in 11pt Times New Roman, indented 0.7cm on each margin. Do not include the word 'Abstract'

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

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## Formatting your paper

This document is an example of the preferred style to be used to format your paper for submission to HERDSA 2007. Please use Normal style only. The paper will be published exactly as you submit it, so please follow the guidelines carefully.

The length of a Research Paper should be a maximum of 4,000 words, including title, abstract, main text and tables, but not references. The length of a Showcase Paper should be a maximum of 2,000 words, including title, abstract, main text and tables, but not 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)

APA (5th edition, p.11) states "The recommended length for a title is 10 to 12 words." The Title should be in Arial font 16 point bold, centred, in sentence case (only the first word and

proper nouns capitalised). Leave 3 blank lines after the title. Normally you would not use punctuation or abbreviations in titles.

**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. The second line should give the university, city and country of the author in plain text, Times New Roman 11 point. The third line should give the author’s email address also in plain text, Times New Roman 11 point. There should be 1 blank line after each author, and 2 blank line between the last author and the abstract.

**Abstract**

The abstract should be no more than 250 words, in Times New Roman, 11 point, left justified, in single spacing. It should be indented 0.7cm on both left and right hand margins. Do not include the word ‘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 2 blank lines after the keywords.

**Body text**

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

**Heading level 2**

Heading level 2 is Arial 12 point bold with no paragraph spacing before or after. All headings are in sentence case. Leave one blank line before and after a Level 2 heading. (NB. Level 1 heading is used only for the title of the paper.)

**Heading level 3**

Heading level 3 is Arial 11 point bold with no paragraph spacing before or after. All headings are in sentence case. Leave one blank line before but not after a Level 3 heading.

*Heading level 4*

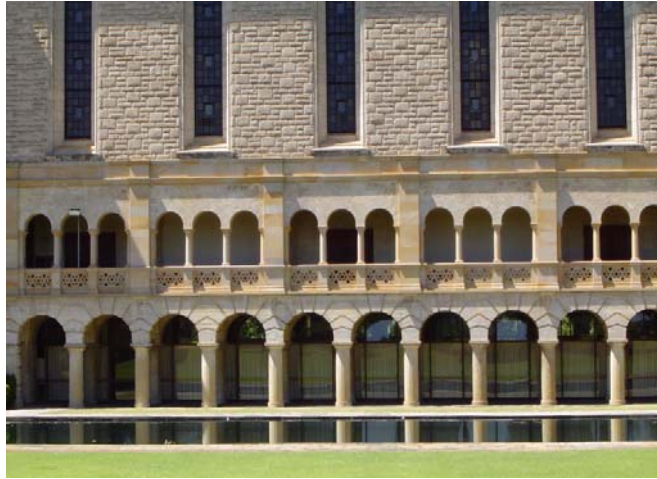
Heading level 4 is Times New Roman 12 point italic with no attached paragraph spacing before or after, and with no space following. Try to avoid using level 4 headings.

**Tables and figures**

Figures and Tables should be centred. Use Arial 10 for captions and titles for figures and tables, leaving one blank line before and after. Tables are labelled above and figures are labelled below. A colon is inserted after the number of the Table or Figure.

**Table 1: Captions and titles for tables**

<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>



**Figure 1: Captions and titles for figures**

## 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 & 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 <date in figures>) <http://www.abc.net.au/health/papers/paper11.htm>

## **Acknowledgements**

Acknowledgements can be made before the references. Use Level 2 Heading and Body text style. Leave 1 blank line after the acknowledgements.

## **Copyright statement**

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