Guidelines for Full Papers to be Published in the
Proceedings of the 2011 Australian Conference on Science and Mathematics Education
(17th Annual UniServe Science Conference)

Deadlines
• The deadline for initial submission of full papers is 30 June 2011. Deadline for final refereed papers and poster papers is 18 August 2011, in the correct electronic form.

Logistics
• All papers submitted must adhere to this format.
• Papers should be submitted in MS Word or Rich Text format, do not submit as pdf file
• UniServe Science reserves the right to undertake editorial changes in regard to formatting, length of paper and consistency.
• We ask that you DO NOT use EndNote for referencing as we may not be able to format your paper for the proceedings if EndNote is used.

Page Setup

Page Size
Your page size should be set to A4 and the margins set at the following:
Top: 2.54cm Bottom: 2.54cm
Inner: 2.54cm Outer: 2.54cm

Please use page breaks between all pages, rather than a series of enter keys.

Page Numbers
Please do not include page numbers in your submission.

Headers and Footers
Headers and Footers should both be set to 1.27cm from edge. Do not put anything in the headers or footers.

Spacing
All text styles (Headings, Normal and Bullet text, etc.) should be set at single line spacing with zero spacing before and after. There should be a single line break between paragraphs.

Bullets
Bulleted lists should be left justified and should use small filled squares for bullets.

Accepted File Formats
The accepted file format for preparation of the proceedings is Microsoft Word generated using Microsoft Office. Please ensure that you do not fast save your document before submitting it.

Title Details

Title of Paper
The title for your paper should be in Arial, 20pt and bold, left justified and in capital letters. Place one blank line (12pt not bold) after the title. There should be no separate title page.

Author Information
After the title, give the name of each author followed with a superscript letter which corresponds to their further information. Each author’s name should be in Arial 10pt left justified. Presenting author’s name and email should be included in Arial 8pt left justified. Below this, further information about the author includes Department or Centre, Institution, State Postcode Country.

Example of this layout can be seen as follows:

Author 1a, Author 2b

Presenting Author: Presenting Author’s name (presenting author’s email)
aDepartment or Centre, Institution, City State Postcode, Country
bDepartment or Centre, Institution, City State Postcode, Country
Acknowledgements
This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References. Start the acknowledgements with the heading “Acknowledgements” using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment.

Literature References
Start the literature references with the heading “References” using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment. The second and subsequent lines for each reference should be indented by 0.5 cm. All references should be in APA Version 5. This means alphabetical order of the first author. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings. The following provides examples of referencing for different sources:

Books

Chapters in Books

Articles published in conference proceedings

Journal Articles
Always write the journal name in full.
Ampersand: Use the word “and” between the authors’ names within the text and use the ampersand in the parentheses. Use ampersand in reference list

Webpage with an author

Webpage with no author

Internet article based on a print source