

## Guidelines for **Poster Papers** to be Published in the UniServe Science 2005 Conference Proceedings

### **Title**

**Author 1**, Department or Centre, Institution, Country

**Author 2**, Department or Centre, Institution, Country  
email address 1 email address 2

Posters should be horizontal.

Poster spaces will be 100cm high by 120cm wide.

Velcro or pins may be used to attach posters to boards (Bluetak will not work).

### **Deadlines**

- The deadline for initial submission of *poster papers for refereeing* is **July 4, 2005**.  
Deadline for *poster papers that do not require refereeing* is **August 29, 2005**, in the correct electronic form.

### **Logistics**

- Poster papers submitted must adhere to this format.
- Poster papers to be included in the proceedings will undergo minor editing and formatting changes.
- Poster papers **MUST NOT EXCEED 4 PAGES** using this formatting, including references, acknowledgements and copyright notices.
- 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 cm

Bottom: 1.75 cm

Inner: 2 cm

Outer: 1.75 cm

Mirror margins

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 1.27 cm 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 circles 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 Times New Roman, 18pt and bold, centred with only the first letter of the title capitalised. Place one blank line (12pt not bold) before and after the title. There should be no separate title page.

#### ***Author Information***

After the title give the name and affiliation of each author including department, institution, country and email address. Use Times New Roman 12 point, centred. Each author name should be in bold. Authors with the same department or centre affiliations should be listed on the same line and separated by commas with the final two authors separated by the word 'and'.

Please do not put any acknowledgements here. If you need to recognise other contributions, place them in the optional *Acknowledgements* section at the end of the document.

### **Main Text Details**

#### ***Headings***

Please use no more than 3 levels of heading and ensure they are applied consistently. The 1<sup>st</sup> level heading should be left justified, Times New Roman 14pt bold followed by one blank line (12 pt not bold). The 2nd level heading should be left justified, Times New Roman 12pt bold. The 3rd level heading should be left justified, Times New Roman 12pt bold italic.

#### ***Body***

The main text should be Times New Roman 12pt with left and right alignment. Each paragraph should be followed by one blank line. The first paragraph after a heading should have no indent, but subsequent paragraphs should have the first line indented by 0.5 cm.

#### ***Bulleted Lists***

Left and right alignment, no indent and hanging paragraph set to 0.5 cm.

#### ***Diagrams, Tables and Figures***

All diagrams, tables and figures included in the paper should be clearly labeled and centred between the margins. Please leave one blank line (12pt not bold) before the diagram, table or figure. Insert the label below each item, in Times New Roman 10pt and centred. Leave one blank line (12pt not bold) after the label. If the figure has no label, insert one blank line (12pt not bold) after the figure.

All diagrams and figures created in programs other than Microsoft Word should be gif, tiff or jpeg images.

### ***In-Text Citations***

Please use the author-date system i.e. Australian Government Publishing Service or APA Style and avoid the use of footnotes. Insert the sequence (Name year) into the main text for a citation to a literature reference. Name refers to the family name of the author and year refers to the year of publication.

**All in-text citations must be written in full, regardless of the number of authors, the first time it is cited within the paper.** et al. can be used for the following citations of 3 or more authors. The year is written in long form (i.e. 1999) and use running lower case letters if you refer to more than one article of an author of the same year (e.g. Jones 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (e.g. Jones 1999a; White and Beckett 1997). Where a quote from the source document is included in the text, please refer to the page number, as in Jones (1999a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin.

### ***Examples***

... this special form (Black and Lines 1998b) is very ...  
... as described by Black and Lines (1998a) ...  
... and this argument (Keystone et al. 2000c) is used ...  
... across time and space (Jones 1999a; White and Beckett 1997).

### ***Quotation marks***

Please use the Australian Government Publishing Service or APA Style, i.e. single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

### ***Software***

All reference to software should be given in italics. For example, '*WebCT*'.

### ***Abbreviations***

Please use 'laboratory' IN PLACE of 'lab'.

e.g.,

i.e.,

etc.

et al. (no italics)

### ***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.

### ***Literature References***

Start the literature references with the heading "References" using the same formatting for a 2<sup>nd</sup> level heading. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings.

All references should be in APA Version 5. This means alphabetical order of the first author. The second and subsequent lines for each reference should be indented by 0.5 cm.

The following provides examples of referencing for different sources:

### **Books**

Calfee, R. C. and Valencia, R. R. (1991) *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

### **Chapters in Books**

Haldane, J. (1997) Higher education after ideology: Whose crisis? What knowledge? In R. Barnett and A. Griffin (Eds) *The end of knowledge in higher education*. London: Cassell, 53-66

### **Articles published in conference proceedings**

Bain, J. D. and McNaught, C. (1996) Academics' educational conceptions and the design and impact of computer software in higher education. In C. McBeath and R. Atkinson (Eds) *The learning superhighway: New World? New Worries? Proceedings of the Third International Interactive Multimedia Symposium*. Perth, WA: Promac Conventions, 56-59.

### **Journal Articles**

Always write the journal name in full.

DO NOT use ampersands (&) instead use *and*

Breen, R., Lindsay, R., Jenkins, A. and Smith, P. (2001) The role of information and communication technologies in a university learning environment. *Studies in Higher Education*, **26**(1), 95-114.

### **Web sites**

Beckleheimer, J. (1994). *How do you cite URLs in a bibliography?* [Online] Available: <http://www.nrlssc.navy.mil/meta/bibliography.html> [1995, December 13].

*How to Cite the Internet*. [Online] (2002) Available: <http://www.artsci.lsu.edu/poli/lis.html> [2002, February 6].

### **Copyright**

Please insert the following Copyright notice at the end of your paper:

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