

Guidelines for Full and Poster Papers to be Published in the UniServe Science 2003 Conference Proceedings

Title

Author 1, Department or Centre, Institution, Country

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

Deadlines

- The deadline for initial submission of full papers is **July 25, 2003**. Deadline for final refereed papers and poster papers is **September 12, 2003**, in the correct electronic form.

Logistics

- All papers submitted must adhere to this format.
- The proceedings will be printed from the electronic file with only minor editing and formatting changes and without any reduction.
- Full papers **MUST** not exceed 6 pages using this formatting, including references, acknowledgements and copyright notices.
- Poster papers **MUST** not exceed 2 pages using this formatting, including references, acknowledgements and copyright notices.

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 1st 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 labelled 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.

To cite several authors delimit the single authors by commas or and. The phrase et al. is valid for 3 or more authors **following the first full citation**. 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.

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 2nd 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

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 site 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].

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