

Style sheet for authors preparing papers for ascilite conference proceedings

Purposes

These guidelines on preparing papers for ascilite conference proceedings have been adapted from the “Advice to Authors” papers prepared by the convenors of previous ascilite conferences, to whom we are grateful. The guidelines are specified in order:

1. To facilitate reading and review of submissions by Reviewers, Program Committee and the Proceedings editors.
2. To enable fast and efficient production of high quality Proceedings.

This document complements the 'template' provided as an MS Word file, which you can download from the ‘Call for Papers’ section of the conference website.

For an explanation of the submission and review process and the process for producing the Proceedings, please also refer to the ‘Call for Papers’ section of the website and to the downloadable document *Making a Proposal*.

Document structure and size

'Document structure items' include, in sequence, title, author names and institutional affiliation, abstract, main body of article, references, acknowledgments, author contact details and bionotes, 'Please cite as' note, and copyright assignment notice. Some advice on the content that we expect to see in each of these items is given below, coupled with formatting specifications.

A number of document structure items will be inserted by the Proceedings editors and must not be inserted by authors. These are page headers, page footers, page numbers, 'Please cite as' note, and copyright assignment notice. Some items that must be given by authors will be replaced with blank lines by the Proceedings editors prior to despatch of Reviewer copies. These are author names and institutional affiliation, acknowledgments (if removal is appropriate for double blind reviewing), and author contact details and bionotes.

Please heed our size limits, and note that we reserve the power to decline submissions that are 'non-standard'. Note also that 'conformance with Conference specifications for referencing, length and format details' is a criterion on our Review Form. The limit for full papers is *10 pages* and for concise papers *4 pages*, using our specified formatting, and including all of the 'document structure items' listed above.

Formatting your document

Template	Optional: Obtain Word Template from the Conference website.	
Page setup	Page size A4 with margins set to: Top: 3.0 cm Bottom: 3.0 cm Orientation: Portrait Left: 3.0 cm Right: 3.0 cm	
Title	Arial 16 bold followed by one 10pt blank line, left aligned, sentence case, single space.	
Author names and institutional affiliation	Author 1 (bold) Department or Centre Institution	Please use 3 lines, Times New Roman 10 point, left aligned, no indent. For 2nd, 3rd... author add to the first line, except in cases of different Department or Centre, or different Institution, use separate entries, with spacing one blank line. Please place other details, such as postal, email and website addresses in 'Author contact details and bionotes' (see below); otherwise the beginning becomes too 'cluttered'.

Abstract and keywords	Abstracts shall not exceed <i>200 words</i> , per MS Word word count. Use Times New Roman 10 point, left aligned, indented 1.0 cm left and right, not italicised. Do not use a heading for the abstract or headings within the abstract. Place one blank line before and after. Add a line prefixed with 'Keywords: ' and in it place your selection of appropriate keywords (same format, one blank line before and after).
Headings	Please use no more than 3 levels of heading and apply consistently. <ul style="list-style-type: none"> • <i>First level.</i> Arial 12 point bold followed by one blank line, left aligned, sentence case. Numbering of first level headings is discouraged. • <i>Second level.</i> Arial 10 point bold followed by one blank line, left aligned, sentence case. Numbering of second level headings is discouraged. • <i>Third level.</i> Use of a third level heading is discouraged. A bulleted or numbered list (like this list) is our preferred alternative. If your work really requires a third level heading, use Times New Roman 10 point italic not followed by a blank line, left justified, sentence case.
Body text	Times New Roman 10 point, left aligned, single spaced. Blank lines before and after headings and paragraphs are to be sized the same as text lines, ie. 10 point (Times NR).
Paragraphing	Use two carriage returns ('line breaks') to conclude each paragraph, and no indents. Avoid using 'spacing before' and 'spacing after' (mainly because the Proceedings editors will use changes of point sizes for blank lines as one technique for adjusting page breaks).
Text emphases	Please use italics, bold and underline sparingly. Try to use emphases only where expected by convention, for example italics in titles of books and journals, and for proprietary names such as <i>PowerPoint</i> , but if you really do require emphases in running text, use italics, and very rarely bold and almost never ever underline.
Quotations	Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, not italicised, without quote marks, one blank line before and after. Right indents may be varied slightly from 1.0 cm to improve the fit. Referencing for the quotation may be given in the running text immediately before the quotation, or may be appended to the end of the quotation. In general, very short quotations using only a few words should be given with quote marks in your running text, whilst only longer quotations using a line or more should be formatted as quotations.
Bulleted and numbered lists	Times New Roman 10 point, left aligned, single spaced, no indents except a hanging indent 0.5 cm.
Footnotes	Do not use footnotes.
Referencing: In text citations	Use the author-date system in your running text (APA 5 th Style). Footnoted references will be rejected. <p>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 individual authors by commas or the symbol &. The phrase et al. is valid for 3 or more authors following the first full citation. The year is written in long form (eg. 1999) and may have running lower case letters appended if you refer to more than one same year article by an author (e.g. Jones, 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (eg. Jones, 1999a; White & 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).</p> <p>Examples ... this special form (Black & 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 & Beckett, 1997).</p>

	<p>Please do not cite URLs in your running text. Use an author or organisational name and year (where year is that stated within the item when you last viewed it, or if undated, give your year of last viewing the item), and then include the appropriate details in 'References'.</p>
Referencing: Reference list	<p>In your reference list (first level heading, 'References') please use APA 5th edition style. This style prescribes alphabetical order by first author. Use Times New Roman 10 point, left aligned, hanging indent 0.5cm, no blank lines. The following list provides examples of referencing for the main kinds of publications.</p> <p><i>Books</i> O'Shea, T. & Self, J.A. (1983). <i>Learning and teaching with computers</i>. Englewood Cliffs, NJ: Prentice-Hall Inc.</p> <p><i>Chapters in books or articles published in conference proceedings</i> Underwood, J. (1997). Breaking the cycle of ignorance: Information technology and the professional development of teachers. In D. Passey & B. Samways (Eds.), <i>Information Technology: Supporting change through teacher education</i>. (pp.155-158). London: Chapman & Hall.</p> <p><i>Journal articles</i> Beasley, R.E., & Vila, J.A. (1992). The identification of navigation patterns in a multimedia environment: A case study. <i>Journal of Educational Multimedia and Hypermedia</i>, 1(2), 209-222.</p> <p><i>URLs (web addresses)</i> Kearsley, G. (2004). <i>Explorations in Learning & Instruction: The Theory Into Practice Database</i>. http://www.gwu.edu/~tip/ [viewed 14 Jun 2004].</p>
Tables	<p>Tables must be placed in their correct, appropriate locations in your running text. In general use Times New Roman 10 point and other body text specifications for all text within a table and its title, though 9 point may be used as required for narrow columns. In general all tables should have a title with consecutive numbering (eg: Table 1: Title of the table), bolded, using sentence case, centred, and located at the top of the table. For headings within tables use sentence case, with bolding and centring optional.</p> <p>Centre each table and select appropriate widths for the table and for each column, using percentages. Use of borders for all cells ('All', with style '1/4 point') is recommended, mainly because borders seem to be helpful for on screen reading. In columns of numbers, use centring or decimal point alignment. If your table requires explanatory text that is inappropriate for placing in your running text, place it at the bottom of the table, formatted to the same width as the table. Cell background colouring or shading may be used, but check that grey scale printing (600 dpi) is not impaired, and note that when a web version file is created, the Proceedings editors may use a standard background colour for the first row or other elements of a table.</p>

Figures and diagrams	<p>Figures and diagrams must be placed in their correct, appropriate locations in your running text, and centred. In general all figures and diagrams should have a title or caption with consecutive numbering (eg: Figure 1: Caption for the figure or diagram) bolded, using sentence case, centred, and located below the figure or diagram. Use brief titles, preferably one line not exceeding the width of the figure.</p> <p>In the case of diagrams produced by using <i>Excel</i> or other programs to manipulate data, please take great care to select font types and sizes that are appropriate in relation to any resizing that may be done under MS Word or in the course of preparing production files. In particular, avoid using the common <i>Excel</i> defaults. Do not use text orientations other than horizontal. Background colouring or shading may be used in a diagram or elements of a diagram, but check that grey scale printing (600 dpi) is not impaired, and note that when a web version file is created, the Proceedings editors may use a standard colour or shading for elements of a diagram or figure.</p> <p>We will attempt to reproduce images for figures and diagrams at the size you have selected in your submission, but for production reasons, we may have to resize.</p>
Acknowledgments	This is an optional section in which you may record appreciation to individuals or organisations for assisting or supporting the research work. Format as for body text.
Author contact details and bionotes	Please be brief. In most cases, you could copy in your email signature. Your postal address at your organisation and your email address is the mandatory, essential minimum for each author, but you may wish to include position details, website address, very brief bionotes, etc.
'Please cite as:' and copyright notice	The Proceedings editors will customise and insert these items for you. Please leave 12 blank lines (Times NR 10 point) at the end of your document. For examples of 'Please cite as:', see any AJET article, http://www.ascilite.org.au/ajet/

The primary reference on style is the *Style Manual for Authors, Editors and Publishers* (previously editions were often referred to as the 'AGPS Manual'). The spelling standard is *The Macquarie Dictionary*.

Word styles etc

Do remember that during review and production (if accepted) processes, your document will be read by three to five or more persons, probably all using different versions of MS Word, different versions of an operating system, different platforms, some via printer dumps, some via screen only reading. Please be sparing in your use of word processor 'productivity features'. If in doubt about a 'feature' offered by your word processor, you could heed the KIS (keep it simple) principle. Do not introduce new styles. Be sure to remove any remaining comments, accept all 'tracked changes' etc before you submit your paper.

Acknowledgment of submissions

Soon after submission using the procedure described in *Making a Proposal*, you will receive an emailed acknowledgment. Please note very carefully any advice that the Proceedings editors may give in the line labelled "File reading check" or elsewhere in the text. In some cases the acknowledgment may specify further action that you must undertake prior to resubmitting. In order to facilitate matters for Reviewers, documents that have faults will not be sent out for review until corrective action has been completed satisfactorily.

Grammar, spelling, style references

The Macquarie Dictionary (1997). 3rd ed. Sydney: The Macquarie Library.

Style Manual for Authors, Editors and Publishers (2002). 6th ed. Wiley Australia.

Publication Manual of the American Psychological Association (2001). 5th ed. Washington DC: APA.

Please cite as: ascilite (2006). Style sheet for authors preparing papers for ascilite conference proceedings, <http://www.ascilite.org.au/conferences/sydney06/papers.html>