

Teaching and Learning / eFest Conference 2009

Teaching for Excellence – Excellence in Teaching



Abstract

The abstract should be no more than 250 words, and presented in Times New Roman, 12 point italic, aligned to the left, and in single spacing. The abstract must relate to the conference theme, "Teaching for Excellence – Excellence in Teaching", and clearly indicate how the presentation will incorporate an interactive element.

The abstract will be blind reviewed by at least two reviewers before acceptance. The due date for the abstract and full paper is 12 June 2009.

Please submit your abstract electronically using Microsoft Word format to:

a.aubrey@ucol.ac.nz

Refereed Papers

Full refereed papers for publication are due on 29 May 2009. Papers will be reviewed by a panel before publication and published on a CD-ROM.

Paper submissions must clearly indicate how the presentation will incorporate an interactive element.

Guidelines for Papers submitted to the Teaching and Learning Conference for publication

(Heading 1)

Author 1

Institution, Town/City

Email address

Author 2

Institution, Town/City

Email address

Abstract: *An abstract of no more than 250 words should be provided here in the format given below. The word 'Abstract' should be emboldened.*

Formatting your Paper

Your paper will be published exactly as you submit it, so please follow the guidelines carefully. The paper length should be a maximum of 4,000 words.

Preferred file format

Your paper should be submitted in Microsoft Word.

Page setup

Please use A4 page settings and use 2.5 cm margins all around, that is, Top 2.5 cm, Bottom 2.5 cm, Left 2.5 cm and Right 2.5 cm. Please leave the Gutter at 0 cm.

Headers, footers and page numbers

Do not include headers, footers or page numbers.

Footnotes

Do not use footnotes in your paper.

The structure of your Paper

Title of the Paper (Heading level 1)

The title should be in Arial font, 16 point, bold, centred, in sentence case (only the first word and proper nouns should be capitalised). Leave 4 blank lines after the title.

Author details

The author details should be centred, in Arial font, 11 point and should include 3 lines for each author (name, institution and e-mail address). The name should be emboldened. There should be one blank line after each author, and two blank lines between the last author and the abstract.

Abstract

The abstract should be no more than 250 words, and presented in Times New Roman, 12 point italic, aligned to the left, and in single spacing. The word 'Abstract' should be first in bold, followed by a colon and then the text of the abstract. There should be one blank line after the abstract.

Body text

The body text should be presented in Times New Roman, 12 point, single spaced with no paragraph spacing provided before or after. The text should be aligned to the left. Leave one blank line between paragraphs.

Heading level 2

The heading for level 2 should be presented in Arial, 12 point, bold, and with no paragraph spacing before or after. Leave one blank line before and after a level 2 heading.

Heading level 3

The heading for level 3 should be presented in Arial, 11 point, bold italic, and with no paragraph spacing before or after. Leave one blank line after (but not before) a level 3 heading.

Heading level 4

The heading for level 4 should be presented in Arial 10 point bold with no paragraph spacing before or after. Leave one blank line after (but not before) a Level 4 heading.

Figures and Tables

Figure 1: Captions and titles for Figures and Tables

Figures and tables should be centred. Use heading level 4 for captions and titles for figures and tables, leaving one blank line before and after.

References

References are listed in Times New Roman, 10 point, single spacing. Second and subsequent lines within each reference are indented 0.5 cm. Do not leave a blank line between references. Please use the American Psychological Association (APA) referencing both in the text and for listing references at the end of the paper.
