

# GUIDELINES FOR FULL AND SHORT PAPERS TO BE PUBLISHED IN THE ASCILITE 2002 PROCEEDINGS

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## Abstract

*The information provided in these guidelines is designed to assist us in the compilation of the proceedings. The guidelines themselves are formatted according to the printer specifications, so please follow them precisely.*

## Keywords

*A list of key or focus terms by which your paper can be indexed. Please centre this line!*

## Deadlines

- The deadline for initial submission of both full and concise papers is **July 30<sup>th</sup> 2002**.
- For accepted papers to be included in the ASCILITE 2002 proceedings, your paper must arrive in the correct electronic form on or before **September 30<sup>th</sup> 2002** and at least one author must have registered for the conference for the paper to be included in the proceedings.

## Logistics

- All papers submitted for consideration by the programme committee must adhere to this format and it is recommended that you use the MS-Word template available from the conference website ([www.unitec.ac.nz/ascilite](http://www.unitec.ac.nz/ascilite)). Papers that do not adhere to this format will not be considered.
- The proceedings will be printed from the electronic file exactly as you submit them, without any reduction or changes. You will be notified as to the final submission process when your paper is accepted.
- Full papers **MUST** not exceed 10 pages using this formatting, including references, acknowledgments and copyright notices.
- Concise papers **MUST** not exceed 4 pages using this formatting, including references, acknowledgments and copyright notices.

## Page Setup

### Page Size

Your page size should be set to A4 and the margins set at the following:

Top: 30mm  
Bottom: 30mm  
Inner: 35mm  
Outer: 35mm

Papers should be an even number of pages (even if this means a blank page at the end). 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**

Please do not include headers or footers in your submission.

### **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.

### **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.

### **Paper Structure**

Please use the embedded Word styles within the template to ensure consistent formatting.

### **Title Details**

#### **Title of Paper**

The title for your paper should be in Arial font, 14pt and bold, all capitals and centred. Place two blank lines 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 10 point, centred and place two blank lines after each set of author details. Each author name should be in bold and the email address in italics. 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 symbol &.

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

#### **Abstract**

Abstracts should be no more than 200 words in length. Start with the word "Abstract" in Times New Roman 10pt bold. This is to be followed by the text of the abstract with left and right justification and indented 1.5cm from the left and right margins; the text is Times New Roman 10pt italic. Place two blank lines after the abstract.

#### **Keywords**

The keywords you specify will be used to index your paper. Start with the word "Keywords" in Times New Roman 10pt bold followed by a list of relevant keywords, centred and indented 1.5cm from the left and right margins. Place three blank lines after the keywords.

### **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, Arial 12pt bold followed by one blank line. The 2<sup>nd</sup> level heading should be left-justified, Arial 10pt bold italic followed by one blank line if a 3<sup>rd</sup> level heading follows. The 3<sup>rd</sup> level heading should be left justified, Times New Roman 10pt bold.

## **Main Text**

The main text should be Times New Roman 10pt with left alignment. Each paragraph should be followed by one blank line. Where a 1<sup>st</sup> or 2<sup>nd</sup> level heading follows a main text paragraph include an additional blank line.

## **Diagrams, Tables and Figures**

All diagrams, tables and figures included in the paper should be clearly labelled and centred between the margins. Please leave two blank lines before and one line after the diagram, table or figure. Insert the label below each item, in Times New Roman 10pt italic and centred. Leave one blank line after the label.

All diagrams and figures created in programs other than Microsoft Word should be included in the document in EPS format at 300 dpi. Images will be reproduced at the size they are submitted in your paper. While TIFF and JPEG images will be accepted, diagrams and figures in EPS format are preferred.

## **Literature References**

Start the literature references with the heading "References" using the same formatting for a 1<sup>st</sup> level heading. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings.

## **In-Text Citations**

### **Details**

Please use the author-date system (e.g. 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 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 (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 & 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 0.5mm from the margin.

### **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).

## **References**

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:

### **Reference List Formats**

#### **Books**

O'Shea, T. & Self, J.A. (1983). *Learning and teaching with computers*. Englewood Cliffs, NJ: Prentice-Hall Inc.

#### **Chapters in Books or Articles published conference proceedings**

Underwood, J. (1997). Breaking the cycle of ignorance: Information technology and the professional development of teachers. In D. Passey & B. Samways (Eds.), *Information Technology: Supporting change through teacher education*. (pp.155-158). London: Chapman & Hall.

### **Journal Articles**

Beasley, R.E., & Vila, J.A. (1992). The identification of navigation patterns in a multimedia environment: A case study. *Journal of Educational Multimedia and Hypermedia*, 1(2), 209-222.

### **Web sites**

Kearsley, G. (1999). *Explorations in Learning & Instruction: The Theory Into Practice Database*. [Online]. Available: <http://www.gwu.edu/~tip/> [10<sup>th</sup> August 2001].

## **Additional Information**

### **Acknowledgements**

This is an optional section. Acknowledgments 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 after the References.

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