Formatting Guidelines for Papers Submitted to HERDSA 2017

This document provides details of the preferred style to be used to format your paper for submission to HERDSA 2017. There will be minimal editing of papers before publishing, so please follow the guidelines carefully. If the guidelines are not followed the paper may be returned for further editing if time permits or rejected.

AUTHOR DETAILS

Author information must be included in the final submission version of your paper or proposal. Please carefully review and follow the format requirements contained in these guidelines when preparing your final submission, ensuring that you add author details to your paper or proposal.

FILE FORMAT AND DOCUMENT SET-UP

File Format
- The file format for submission of your paper is Microsoft Word (.doc) or Microsoft Word (.docx)
- Submissions should be suitable for blind reviewing without any editorial intervention. There is an overall file size limit of 2 MB

Please ensure that you use the correct template for submission of your full paper.

Page setup
- A4 paper size portrait
- 2.5cm margins all around, that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm
- Leave the Gutter at 0 cm
- Do not use page or section breaks
- Please only use normal style

Headers, footers and page numbers
- Ensure that your document does not include headers, footers or page numbers, as these will be added later for the publication

Footnotes
- Do not use footnotes in your paper

STYLE

Title (Heading Level 1)
- The recommended length for a title is 10 to 12 words
- Avoid the need for use of punctuation or abbreviations
- Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns
- capitalised)
- Single spacing with no paragraph spacing before or after
- Leave 3 blank 12 point lines after the title

Author details – use place holders for blind review process
- Should be centred and include three lines for each author

- The first line should have the name of the author in Arial 11 point bold – use author1, author2, for blind review
- The second line should give the institution, city and country of the author in plain text, Times New Roman 11 point – use place holders for blind review process
- The third line should give the author's email address also in plain text, Times New Roman 11 Point – use place holders for blind review process
- There should be one blank 12 point line after each author, and two blank 12 point lines between the last author and the abstract

Abstract
- Maximum of 250 words, do not include the word 'abstract'
- Times New Roman 11 point, block justified
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave one blank 12 point line after the abstract

Keywords (For full refereed papers only)
- Three words or phrases should be provided to facilitate indexing and refereeing
- Times New Roman 11 point, left justified, separated by a comma
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave two blank 12 point lines after the keywords

Body text
- Times New Roman 12 point, block justified
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line between paragraphs

Heading level 2
- Arial 12 point, bold left justified
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line before and after

Heading level 3
- Arial 11 point, bold, left justified
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line before but not after

Heading level 4 (For full refereed papers only)
- Times New Roman 12 point, italic, left justified
- Single-spacing with no paragraph spacing before or after
- No blank line after
- Try to avoid using level 4 headings

LISTS
Bullet lists
- Times New Roman 12 point , lblock justified
- Level 1 bullet: Use dash bullet type. Left indent to 0.5cm, hanging indent by 0.5cm
- Level 2 bullet: Use dash bullet type. Left indent to 1.5cm, hanging indent by 0.5cm
- Single-spacing with no paragraph spacing before or after

- Leave one blank 12 point line after last point unless continuing on with the same paragraph

Ordered Lists

1. Times New Roman 12 point, lblock justified
2. Level 1 ordered list: Use numerals followed by a full stop. Left indent to 0.5cm, hanging indent by 0.5cm
   a. Level 2 ordered list: Use lowercase letters followed by a full stop. Left indent 1.5 cm, hanging indent by 0.5cm
3. Single-spacing with no paragraph spacing before or after
4. Leave one blank 12 point line after last point unless continuing on with the same paragraph

TABLES AND FIGURES

- Tables and figures should be centred
- Arial 10 point, bold and centred for captions and titles, one blank 12 point line before and after
- Tables are labelled above
- Figures are labelled below

Table 1: Caption/title for table

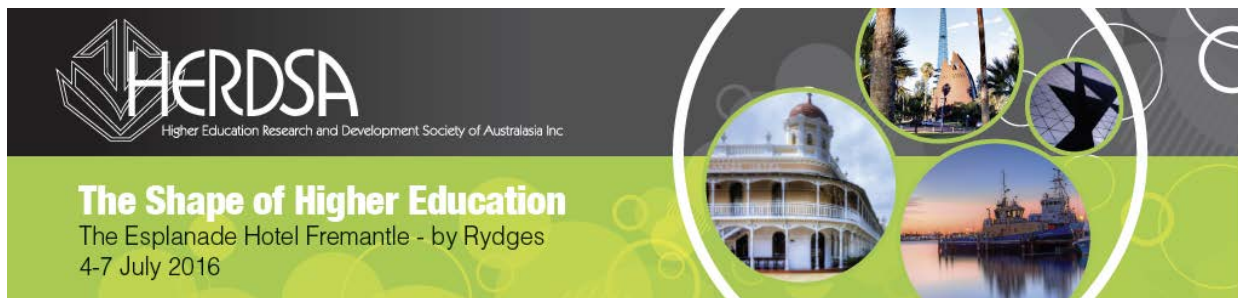| Table Heading 1:	Table Heading 2	Table Heading 3	Table Heading 4

Figure 1: Caption/title for figure

REFERENCES AND QUOTATIONS

Quotations

Very short quotations using only a few words should be given with double quote marks i.e. "…" in your running text, whilst only longer quotations using a line or more should be formatted as quotations:

- Times New Roman 12 point, block justified
- Left indent to 1.0cm, right indent to 1.0cm
- Do not italicize
- Do not use quote marks for large quotes
- Single-spacing with no paragraph spacing before or after
- One blank 12 point line before and after
- 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

This is an example of a quotation. This is an example of a quotation. This is an example of a quotation. This is an example of a quotation. This is an example of a quotation. This is an example of a quotation. This is an example of a quotation. This is an example of a quotation (Reference, year, page).

Reference (in text)

Use the American Psychological Association (APA) referencing (author and date) style for in text references:

- ...Bates (2000) contended that ...
- ...Berge, Collins, and Dougherty (2000) found that ...
- ...there is strong evidence of this in the literature (e.g., Reeves & Lafferty , 1999)

Reference (list)

- Times New Roman 10 point, block justified
- Single spacing
- Second and subsequent lines within each reference are indented 0.5cm
- Do not leave a blank line between references
- Use the American Psychological Association (APA) referencing (author and date) style
- References should be listed in alphabetical order in the reference list
- See following examples of referencing different sources:

Book

Bates, A.W. (2000). *Managing technological change: Strategies for college and university leaders*. San Francisco: Jossey-Bass.

Chapter in book

Berge, Z. L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based coursed. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Hershey, PA: Idea Group Publishing.

Journal article

Reeves, T. C., & Laffey, J. M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal*, 18(2), 219-232.

Conference proceedings

Edward, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

Online source

Chandler, T. (2001). *Outback and in again: A new graduate's experience of rural and remote nursing.* Sixth National Rural Health Conference. Retrieved September 30, 2009, from http://www.abc.net.au/health/papers/paper11.htm

Copyright statement (Full refereed papers only)

- Arial 9 point, block justified
- Single spacing
- No paragraph spacing before or after
- Leave one blank 12 point line before and after
- The following copyright statement should be included at the end of your paper
- All full refereed papers must include author(s) names in the <u>final submission version only</u>

For multiple authors:

Copyright © 2017 *<Insert names of authors here in **final copy** only>*. The authors assign to HERDSA and educational non-profit institutions a non-exclusive license to use this document for personal use