(Title of paper). Paper title in sentence case. Arial 16 bold: Guidelines for the submission of camera ready papers for the proceedings

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(Conf Abstract) Abstract

This document is a template document that gives the authors of HECU10 a template to work from. The styles are restricted to HECU styles – see diagram below which shows how to access styles. The style names are in brackets for each section.

(Conf Abstract Text) The abstract should be a maximum of 400 words and no less than 350. The abstract will be used either on the conference website or in the conference handbook to help delegates choose the sessions they attend.

(Conf Abstract) Keywords

(Conf Abstract Text) A list of key or focus terms by which your paper can be indexed.

# (Heading 1) First level heading in Arial 14 bold

(Normal) Body of your paper. In brief, this text uses Times New Roman 10 point, left-right aligned, single spaced. Blank lines before and after headings and paragraphs are sized the same as text lines (Times New Roman 10 point).

For 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).

# Total number of pages

Full papers should be no longer than 6 pages. This includes everything: from the title to the references. Longer papers will not be included in the conference publication. Please do not amend the margins to fit your paper onto six pages.

The margins for all submissions should be ‘normal’ 2.54cm all round.

## (Heading 2)Second level heading in Arial 10 bold

No further spaces needed after a Heading 2.

### (Heading 3) Third level heading in Times New Roman 10 point italic

Do not include a blank line after a third level heading. Use bulleted or numbered lists in preference to third level headings where possible.

(Block Quote) This is a block quotation] Use 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. The right indent may be varied slightly from 1.0 cm to improve the fit. Give the referencing for the quotation in the running text immediately before the quotation, or append it 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 block quotations. (NLC, 2010, p.10)

This is a bulleted list: (List Bulleted)

Times New Roman 10 point left aligned, single spaced, no indents except a hanging indent 0.63 cm

Second bullet item

Last bullet item

This is an ordered list (List Numbered))

1. Times New Roman 10 point
2. left aligned, single spaced,
3. no indents except a hanging indent 0.5 cm. Indentation may be varied slightly to improve the fit.

(Conf Table Caption) Table 1: A sample table

|  |  |
| --- | --- |
| Location | (Conf Table) Tables must be placed in their correct, appropriate locations in your running text |
| General | 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 bold and centre optional. |
| Format | 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 centre or decimal point alignment. |
| Explanatory text | 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. |
| Other features | 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. |

Make sure you don't allow text to flow too close to the footer - there needs to be some space between text & footer. Use a page break if necessary.

Figures and images must be centred too. Make sure that the figure caption is included after the figure or image. They should be numbered 1,2,3, … etc., as for example Figure 1.



 (Conf Figure Caption) Figure 1: How to find the Styles List

(Conf Reference Header) References

In your reference list please use APA 5th edition style. This style prescribes alphabetical order by first author. Uses 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.

(Conf References) 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.

Kearsley, G. (2004). Explorations in Learning & Instruction: The Theory Into Practice Database. http://www.gwu.edu/~tip/ [viewed 14 Jun 2004].

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

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.

Acknowledgements, author contact details & brief cv notes go after the references and before the ‘Please cite as’ box. See Style Guide. Proceedings editors will complete or adapt the material that comes after this point.

## (Heading 2) Language Style & Content

Use unambiguous forms for culturally localized concepts, such as times, dates, currencies and numbers (e.g., “1-5-99” or “5/1/99” may mean January 5th or May 1st, and “seven o'clock” may mean 7:00 am or 19:00).

Be careful with the use of gender-specific pronouns (he, she) and other gendered words (chairman, manpower, man-months). Use inclusive language (e.g., she or he, s/he, they, chair, staff, staff-hours, person-years) that is gender-neutral. If necessary, you may be able to use “he” and “she” in alternating sentences, so that the two genders occur equally often. See (Schwartz, et al., 1995) for further advice and examples regarding gender and other personal attributes.

Please make sure that your paper is in clear, readable, proper English. Have it reviewed by a professional technical writer or native English speaker.

Spelling and punctuation may consistently use any dialect of English (e.g., British, Canadian or US). Hyphenation is optional. Please write for an international audience:

Write in a straightforward style. Use simple sentence structure. Try to avoid long sentences and complex sentence structures. Use semicolons carefully.

Use common and basic vocabulary (e.g., use the word “unusual” rather than the word “arcane”).

Briefly define or explain all technical terms.

Explain all acronyms the first time they are used in your text.

Explain local references (e.g., not everyone knows all city names in a particular country).

Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used a Macintosh or a particular application).

Explain colloquial language and puns. Understanding phrases like ”red herring” requires a cultural knowledge of English. Please note that humour and irony are difficult to translate.