

the learning journey - who's in the driver's seat?



National Teaching and Learning Conference 2010

Wednesday 29 September to Friday 1 October
UCOL, Palmerston North

Workshops/Presentations

If you wish to run a workshop or a presentation you need to submit an abstract as detailed below.

Should your abstract be accepted it will be used to inform conference delegates of the content of your workshop/presentation.

You will be expected to workshop/present twice during Conference.

Abstract Submissions

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, "The Learning Journey - who's in the driver's seat", 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 abstracts is 18 June 2010.

Please submit your abstract electronically using Microsoft Word format to:

T&LC10@ucol.ac.nz
with the words 'Workshop/Presentation Submission' in the subject line

Referred Paper Submissions

The date for submission of full refereed papers for publication is 18 June 2010:

T&LC10@ucol.ac.nz
with the words 'Referred Paper Submission' in the subject line

Papers will be reviewed by a panel before publication and published on the Ako website.

Referred Paper Submission Guidelines are on the following page -

Refereed Paper Submission Guidelines

(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.



Updated april0