



ACCE 2018

ROYAL RANDWICK RACECOURSE

2-5 OCTOBER 2018

AUTHOR GUIDELINES: STYLE GUIDE FOR PAPERS

Papers must be submitted in a file format readable by current versions of Microsoft Word. The preferred format is .docx but .doc or .rtf formatted files are acceptable. A Microsoft Word template file has been prepared with styles that will facilitate matching the formatting guidelines as set out below. Download the template file before beginning preparation of a paper. Using the template and applying the embedded styles will minimize formatting issues.

References and in text citations should follow the guidelines found in the APA Formatting and Style Guide (6th edition), which should be consulted for information additional to that provided below.

Document layout Page size should be set to A4 with 25 mm margins all round - top, bottom, left and right. Headers and footers should be 12.5 mm from the edges. All text should be single-spaced. Do NOT use numbered headings or sections.

Title Commence the paper with its title (in title case) in Arial 16 pt bold, centered with space after = 18 pt.

Author(s) Style is Times New Roman, 10 pt, centered, space after = 0 pt. Do not include author name(s) and affiliation(s) in the submission for peer review. This information must be added after the paper has been accepted for presentation and publication in the conference proceedings.

Affiliations Style is Times New Roman, 10 pt, italic, centered, space After = 12 pt.

Abstract The abstract in the final paper should:

- Summarise the scope and results of the paper in a concise and accurate manner without references to other works,
- Be no more than 400 words in length,
- Be formatted in Times New Roman, 9 pt, justified, single-spaced, left and right indents of 25 mm, and
- Begin with the word 'Abstract' in bold followed by a colon.

You may include a list of keywords from your paper in your abstract. To do this, start a new paragraph using the abstract style, type 'Keywords' in bold followed by a colon, and then list your keywords separated by commas. Listing your keywords will help researchers find your work in databases.



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- Body text** Style is Times New Roman, 10 pt, single-spaced, justified, no indents, space after = 12 pt. Do NOT leave blank lines between paragraphs. The style will insert sufficient space to provide visual separation.
- Headings** Do NOT use "Introduction" as the first heading. It is assumed that the beginning of the paper is the introduction. All headings should be left aligned and use sentence case. That is, begin the first word with a capital but do NOT use capitals to begin other words except proper nouns.
- Heading 1** Style is Arial, 12 pt, bold, space before = 18 pt, after = 6 pt
- Heading 2** Style is Arial, 11 pt, bold, space before = 12 pt, after = 6 pt
- Heading 3** Style is Arial, 10 pt, bold, space before = 12 pt, after = 6 pt
- Figures** Use figures only where necessary to convey meaning clearly. Any figures should be embedded in the document and should be prepared using software that produces a stable image at a resolution and size that ensures necessary details are clearly visible. Any text included in figures should be legible (equivalent in size to at least 8 pt). Suitable file formats include JPEG, PNG, GIF, EPS, and TIFF. Apply compression where necessary to reduce file size. Each figure should be placed as close as possible to the first reference to it in the text. Figures should be inserted inline and centered with no extra space above or below. Captions for figures should be placed immediately below the figure. Caption style is Arial 10 pt, bold, centered, space before = 0 pt, space after = 12 pt. Captions should begin with "Figure n:" followed by a brief description.
- Tables** Each table should be placed as close as possible to the first reference to it in the text. Tables should be centered with no extra space above or below. Basic text in tables should be formatted as Times New Roman, 9 pt, left aligned, space before = 0 pt, space after = 0 pt. Formatting (bold, italic, alignment) may be used to enhance readability as appropriate. Captions for tables should be placed immediately above the table. Caption style is Arial 10 pt, bold, centered, space before = 0 pt, space after = 6 pt. Captions should begin with "Table n:" followed by a brief description. The template includes a table style that should be used to remove the grid and apply features such as basic borders and shading of alternate rows.



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Quotations

If the quotation includes fewer than 40 words, incorporate it in text and enclose it with double quotation marks.

If the quotation includes 40 or more words, it should be treated as a block quotation and displayed in a freestanding block of text without quotation marks. Style is Times New Roman, 10 pt, justified, indented 25 mm left and right, space after = 12 pt, without quote marks. The citation for the quotation may be included in the running text immediately before the quotation or may be appended to the end of the quotation.

Use single (straight) quotes for quotations within quotations. Place periods and commas inside quotation marks. Place other quotation (colons, semi-colons, question marks etc.) outside quotation marks. Place other punctuation inside quotation marks when that punctuation is part of what is being quoted, such as a quoted question.

Text omitted from a quotation is always shown by an ellipsis ... which should be separated by a single blank space from the preceding and following text.

Citations:

Citations should follow APA style (6th edition).



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References:

References should be formatted according to APA style (6th edition).

Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text. They should be arranged in alphabetical order by surname of first-named author, then date.

Unpublished works or private communications should be mentioned within the text but omitted from the reference list.

Because the URL for an online source may change, APA recommends providing a Digital Object Identifier (DOI), when it is available.

The following are examples of the reference styles for some common types of sources:

Batham, J., Jamieson-Proctor, R., & Albion, P. (2014). Developing early learners' creativity and collaboration using iPads. Paper presented at the Australian Computers in Education Conference 2014, Adelaide, SA. Retrieved from <http://acec2014.acce.edu.au/sites/2014/files/2014ConfProceedingsFinal.pdf>

Jamieson-Proctor, R., Albion, P., Finger, G., Cavanagh, R., Fitzgerald, R., Bond, T., et al. (2013). Development of the TTF TPACK Survey Instrument. *Australian Educational Computing*, 27(3), 26-35.

Twining, P., Raffaghelli, J., Albion, P. R., & Knezek, D. (2013). Moving education into the digital age: The contribution of teachers' professional development. *Journal of Computer Assisted Learning*, 29, 426-437. doi: 10.1111/jcal.12031

Running Head:

Include a page header with a running head at the top of every page. The running head is a shortened version of the paper title and should not exceed 50 characters including spacing and punctuation. Style is Arial, 8 pt, left aligned, in sentence case. The downloadable template file includes an appropriately formatted header in which the text can be replaced.