

# **Breaking down boundaries: ODLAA conference 2005, guidelines for the submission of papers**

*To help your paper move smoothly through the peer review and publication process, please read and follow the guidelines contained in this document. Manuscripts are to be submitted in electronic form, as an MS Word document.*

## **Manuscript preparation requirements**

Manuscripts for refereeing should include an initial page with title, author's name and institutional affiliation. This will be removed for refereeing. The manuscript itself should be set out as follows:

1. Title
2. Abstract
3. Body of the work
4. Footnotes
5. Reference list

Guidance on formatting the content follows.

## **Formatting**

- A4 paper with margins set at 2.54 cm top and bottom and 3 cm left and right.
- Header and footer set at 1.25 cm from each edge, header empty of contents, footer to contain page number right aligned.
- Text double spaced, left aligned, unless otherwise specified.
- Font Arial 10 point, unless otherwise specified.
- One space after full point, not two.

## **Length of paper**

Refereed papers should be between 3000 and 4000 words.

## **Initial page (to be removed for refereeing)**

- Manuscript title: Arial 16 pt, bold, centred, single spaced, sentence case.
- Author: Arial 10 pt, bold, centred, single spaced.
- Use principal author, second author etc., given name followed by surname.
- Do not include titles, degrees and appointments.
- Do include author's institutional affiliation(s).
- Example:

# **No boundaries: The online global classroom**

**Janet Percival, Fred Silversmith and Joy Hughes  
University of Southern New South Wales**

## **Manuscript title (style as Heading 1)**

- Arial 16 pt, bold, centred, single spaced, sentence case, not underlined.

- Maximum two lines, centered.

### **Abstract**

- Arial 10pt, italics, double spaced, indented 1.27 cm left and right.
- The abstract should be 100 words in length.

### **Body of the text (style as Normal)**

- Arial 10 pt, double spaced.
- Do not indent paragraphs.
- Papers should include a brief introduction and background, a conclusion and a short reference list.

### **Lists**

- Set hanging indent at 0.63 cm.

### **Quotes**

#### *Long quotes (style as quote)*

- Quotes of more than 40 words to be presented as a new paragraph.
- Font Arial 10 pt, double spaced, indented 1.27 cm left and right.
- Reference quotes in the author/date/page style to follow the quotation, see example below:

... the urban Aboriginal community has its own special set of characteristics and needs which must be taken into account, and which cannot be glibly regarded as the same as of those who live in more remote areas ... (Eagleson, 1982, p.114).

- Note: do not include a space between the p. and the page number, see above.

#### *Short quotes*

- Quotes of fewer than 40 words should be presented in single quote marks and run on within the paragraph.
- Reference quotes in the author/date/page style in brackets at the end of the sentence in which the quotation is contained, see example below:

It has been noted that 'the urban Aboriginal community has its own special set of characteristics and needs' (Eagleson, 1982, p.114).

- If the author's name appears within the body of the text then give date and page number only, see example below:

Eagleson has noted that 'the urban Aboriginal community has its own special set of characteristics and needs' (1982, p.114).

### **First level of subheading (style as Heading 2)**

- Arial 14 pt, bold, sentence case, left aligned.
- Do not number the subheadings.

### **Second level of subheading (style as Heading 3)**

- Arial 12 pt, bold, sentence case, left aligned.
- Do not number the subheadings.

### **Third level of subheading (style as Heading 4)**

- Arial 12 pt, italic, sentence case, left aligned.
- Do not number the subheadings.

## Tables and figures

- Incorporate tables or figures within the text of the article.
- Captions in Arial 10 pt, bold, sentence case, left aligned.
- Use Arabic numerals to identify tables and figures, e.g., Table 1, Figure 1.
- Place table caption above the table.
- Place figure caption below the figure.

## Page numbers

- Please insert page numbers as a footer, right aligned (these will be removed during completion).

## Footnotes

- Footnotes should be kept to a minimum. Footnotes are to be placed at the end of the text, preceding the list of references, rather than at the bottom of the relevant page.
- Use superscript Arabic numbers as footnote markers within the text, before punctuation, see example below:

We are in a time of upheaval and change because of new trends<sup>1</sup>, new management structures and new technologies.

## References and citations

- References and citations should conform to the APA style guide. However, use italics when underlining is specified.
- List references at the end of the paper under the first level subheading of References.
- Type actual references in Arial 10 pt, with a hanging indent of 0.63 cm.
- For examples of references, including referencing of information obtained via the internet, see below:

### For books

Alessi, S. & Trollip, S. (1991). *Computer-based instruction: Methods and development*, Englewood Cliffs, NJ: Prentice Hall.

### For articles

Duffy, T. & Jonassen, D. (1991). Constructivism: New implications for instructional technology, *Educational Technology*, 31 (5), 7–12.

### For chapters in books

Tille, M.A. & Hall, B. (1998). Connecting to a meaningful life: A case study. In Z.L. Berge & M.P. Collins (Eds.), *Wired together: The online classroom in K–12, Vol. 1: Perspectives and instructional design* (pp.8–46). Creskill, NJ: Hampton.

### Web page

Beckleheimer, J. (1994). How do you cite URLs in a bibliography? Retrieved December 13, 1995, from <http://www.nrlssc.navy.mil/meta/bibliography.html>

### Web page (no author)

Educating America for the 21st century: Developing a strategic plan for educational leadership for Columbia University, 1993–2000 (Initial workshop draft). (1994). Retrieved May 16, 1995, from <http://www.ilt.columbia.edu/CONF/EdPlan.html>

### Web page (no publication date)

Prizker, T.J. (n.d.). An early fragment from central Nepal. Retrieved December 12, 1996, from <http://www.ingress.com/~astanart/pritker/pritzker.html>

### Web homepage

Charles Sturt University homepage. (2003, November 10). Retrieved November 10, 2003, from <http://www.csu.edu.au>