

# 2nd Asia-Pacific Educational Integrity Conference: Educational Integrity: Values in Teaching, Learning & Research 2-3 December 2005

Format guidelines for abstracts, papers (refereed and non-refereed)  
and work-in-progress reports

**N.B. The Microsoft Word 'APEIC template.dot' template must be used for formatting papers. This template can be downloaded from the Call for Papers section of the Conference Website.**

## 1. Length

- Abstracts should not exceed 250 words
- Papers - maximum 4000 words (including references)
- Work-in-progress reports - 1000-1500 words (including references)

## 2. Paper size, margins and alignments

- Paper size: A4 (210 x 297mm)
- 2 cm margin top
- 2 cm margin bottom
- 2.5 cm margin left
- 2cm margin right
- Alignment is left justified
- Single line spacing

## 3. Paper title

- Times New Roman font 14 point bold, centred in sentence case
- Leave 2 lines after title

## 4. Name and affiliation

- Author(s) name(s), Institutional affiliation, email address (new line for each)
- Times New Roman font 10 point, centred
- Leave 2 lines before abstract

## Type of Submission

### 5. Abstract

- The word **Abstract** to appear on the first line in Times New Roman, 9 pt, bold with a colon before the abstract text begins.
- Maximum 250 words, Times New Roman, 9 point, single spacing
- Leave 1 line before the keywords

### 6. Keywords

- The word **Keywords** to appear 1 line after the end of the abstract in Times New Roman, 9 point, bold with a colon before the keywords begin.
- Five to seven keywords
- Leave 2 lines before paper or report

## 7. Paper or report

- Times New Roman, 10 point, left justified, single spacing
- One line between paragraphs (no indenting)
- Do not add page numbers or headers and footers

## 8. Sub-headings

- First-order Headings: For example, **Heading** – Times New Roman font, 12 point, bold, left aligned
- Second-order Headings: For example, **Heading** – Times New Roman font, 10 point, bold, left aligned
- Leave a one line space before and after each level of subheadings. Do not number subheadings.
- Do not use more than two levels of headings.

## 9. Tables and figures

- All tables and figures should have a caption. Captions in 10 pt, Times New Roman, bold, centred. Tables and figures must be numbered separately. For example. "**Table 1. Text here**", "**Figure 1. Text here**".
- Table captions are to be centred above the table. Figure captions are to be centred below the figure.

## 10. References

- Please use APA 5<sup>th</sup> edition style for referencing

## 11. Copyright statement

Copyright will remain with the author. If the author chooses to later submit for publication a paper presented at the Conference, the following acknowledgement should be included: "This paper was first presented at the 2<sup>nd</sup> Asia-Pacific Educational Integrity Conference: Values in Teaching, Learning and Research, Newcastle, December 2005"