Guidelines for Full Papers and Abstracts to be published in the Proceedings of Swan Delta 2019

Deadlines

- The deadline for submission of full papers is **21 August 2019.** Deadline for submission of Abstracts is **28 August 2019,** in the correct electronic form.

Logistics

- All papers submitted must adhere to this format.
- Papers should be submitted in MS Word
- The Swan Delta 2019 Program Committee reserves the right to undertake editorial changes in regard to formatting, length of paper and consistency.
- We ask that you DO NOT use *EndNote* for referencing as we may not be able to format your paper for the proceedings if *EndNote* is used.
- Please use the template provided. Submissions that do not use the provided template will not be accepted.

Page Setup

Page Size
Your page size should be set to A4 and the margins set at the following:
Top: 2.54cm   Bottom: 2.54cm
Inner: 2.54cm   Outer: 2.54cm

Please use page breaks between all pages, rather than a series of enter keys.

Page Numbers
Please do not include page numbers in your submission.

Headers and Footers
Headers and Footers should both be set to 1.27cm from edge. Do not put anything in the headers or footers.

Spacing
All text styles (Headings, Normal and Bullet text, etc.) should be set at single line spacing with zero spacing before and after. There should be a single line break between paragraphs.

Bullets
Bulleted lists should be left justified and should use small filled squares for bullets.

Accepted File Formats
The accepted file format for preparation of the proceedings is Microsoft Word generated using Microsoft Office (.doc or .docx). Please ensure that you do not fast save your document before submitting it.

Title Details

Title of Paper
The title for your paper should be in Arial, 20pt and bold, left justified and in capital letters. Place one blank line (12pt not bold) after the title. There should be no separate title page.

Author Information
After the title, give the name of each author followed with a superscript letter which corresponds to their further information.
Each author's name should be in Arial 10pt left justified.
Presenting author's name and email should be included in Arial 8pt left justified.
Below this, further information about the author includes Department or Centre, Institution, State Postcode Country.

Example of this layout can be seen as follows:

Author 1[a], Author 2[b] *[First Name, Last Name, presenting Author's name bold and in italics]*

Presenting Author: Presenting Author's name (presenting author's email)
[a]Department or Centre, Institution, City, State, Country
[b]Department or Centre, Institution, City, State, Country

Keywords

The word "Keywords" should be Arial 12pt bold and capital followed by a colon. The keywords for the paper should follow in Arial 10pt. List at least 3 keywords.

An example is shown below:

KEYWORDS: collaborative learning, generic attributes, quantitative analysis, online learning

Abstract

Start the abstract with the heading "Abstract" using the same formatting for a first level heading. The text should be in Arial 10pt with left alignment.

Main Text Details

Headings

Please use no more than 3 levels of heading and ensure they are applied consistently. The first level heading should be left justified, Arial 12pt bold and capital. The second level heading should be left justified, Arial 10pt bold and capital. The third level heading should be left justified, Arial 10pt bold italic.

Body

The main text should be Arial 11pt with left alignment. Each paragraph should be followed by one blank line.

Bulleted Lists

Left alignment, no indent and hanging paragraph set to 0.5 cm.

Diagrams, Tables and Figures

All diagrams, tables and figures included in the paper should be clearly labelled and centred between the margins. Please leave one blank line (11pt not bold) before the diagram, table or figure. Insert the label below figures in Arial 11pt bold and left aligned. Insert the label above tables in Arial 11pt bold and left aligned. Leave one blank line (11pt not bold) after the label. If the figure has no label, insert one blank line (12pt not bold) after the figure.

All diagrams and figures created in programs other than Microsoft Word should be gif, tiff or jpeg images.

In-Text Citations

Please use the author-date system i.e. Australian Government Publishing Service or APA Style and avoid the use of footnotes. Insert the sequence (Name year) into the main text for a citation to a literature reference. Name refers to the family name of the author and year refers to the year of publication.

All in-text citations must be written in full, regardless of the number of authors, the first time it is cited within the paper. et al. can be used for the following citations of three or more authors. The year is written in long form (i.e. 1999) and use running lower case letters if you refer to more than one article of an author of the same year (e.g. Jones 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (e.g. Jones 1999a; White & Beckett 1997). Where a quote from the source document is included in the text, please refer to the page number, as in Jones (1999a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin.

Examples

... this special form (Black & Lines, 1998b) is very ...
... as described by Black and Lines (1998a) ...
... and this argument (Keystone et al., 2000c) is used ...
... across time and space (Jones 1999a; White & Beckett 1997).

Quotation marks

Please use the Australian Government Publishing Service or APA Style, i.e. single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

Software

All reference to software should be given in italics. For example, *WebCT*.

Abbreviations

Please avoid abbreviations such as labs, exams, tutes.

e.g.,
i.e., etc.
et al. (no italics)

Acknowledgements

This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References. Start the acknowledgements with the heading "Acknowledgements" using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment.

Literature References

Start the literature references with the heading "References" using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment. The second and subsequent lines for each reference should be indented by 0.5 cm. All references should be in APA Version 5. This means alphabetical order of the first author. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings. The following provides examples of referencing for different sources:

Books

Calfee, R. C., & Valencia, R. R. (1991) *APA guide to preparing manuscripts for journal publication.* Washington, DC: American Psychological Association.

Chapters in Books

McKenzie, H., Boughton, M., Hayes, L., & Forsyth, S. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley & M. Crouch (Eds.), *Knowledge as value: Illumination through critical prisms* (pp. 209-224). New Jersey: Rodopi.

Articles published in conference proceedings

Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), *Proceedings of the Conference on Research Techniques in Photographic Conservation* (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.

Journal Articles

Always write the journal name in full.
Ampersand: Use the word "and" between the authors' names within the text and use the ampersand in the parentheses. Use ampersand in reference list

Breen, R., Lindsay, R., Jenkins, A., & Smith, P. (2001). The role of information and communication technologies in a university learning environment. *Studies in Higher Education, 26*(1), 95-114.

Webpage with an author

Welch, N. (2000, February 21). *Toward an understanding of the determinants of rural health.* Retrieved January 9, 2002, from http://www.ruralhealth.org.au/welch.htm

Webpage with no author

ANCI national competency standards for the Registered Nurse and the Enrolled Nurse (2000). Retrieved January 28, 2002, from http://www.anci.org.au/competencystandards.htm

Internet article based on a print source

Swanson, H.L. (1999). What develops in working memory? A life span perspective [Electronic version]. *Developmental Psychology, 35,* 986-1000.