

## Formatting your paper

*For page setup and document format please use A4 size and 2.5 cm margins all round. Please avoid or minimise use of Microsoft Word's styles feature, by using only "Normal style". Please save in .doc format, not .docx format.*

### **Paper title in sentence case Arial 16 bold**

#### **Author/s (Arial 12 pt)**

*Institution (Times New Roman 11, italics*

Email addresses

[If the authors are from different institutions, they should be listed separately]

Place your abstract here ... no more than 250 words ... in Times New Roman 10, indented 1.0 cm left and right margins, left aligned. Title, author details, abstract and keywords are the only parts of your paper which will appear in the Forum's printed Program Booklet.

Keywords: One line of key or focus terms by which your paper can be identified by users of online search engines.

#### **First level heading in Arial 12 bold**

Body of your paper ... use Times New Roman 11 point, left aligned, single spaced. Blank lines before and after headings are to be sized the same as text, i.e., Times New Roman 11 point.

For paragraphing, use a single blank line between each paragraph, and no indents. Do not use *Spacing Before* or *Spacing After* your paragraphs.

#### **Second level heading in Arial 10 bold**

Put a blank line before and after the second level heading.

*Third level heading in Times New Roman 11 point italic*

Do not include a blank line after a third level heading. Use bulleted or numbered lists in preference to third level headings where possible.

[This is a quotation] Use Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, not italicised, without quotation marks, one blank line before and after. Indents may be varied slightly from 1.0 cm to improve the fit. Referencing for the quotation may be given in the running text immediately before the quotation, or may be appended to the end of the quotation. Very short quotations using only a few words should be given with quotation marks in your running text, whilst only longer quotations using a line or more should be formatted as quotations (reference).

This is a bulleted list:

- Times New Roman 11 point
- left aligned, single spaced
- no indents except a hanging indent 0.5 cm. Indentation may be varied slightly to improve the fit.

This is an ordered list:

1. Times New Roman 11 point
2. left aligned, single spaced

3. no indents except a hanging indent 0.5 cm. Indentation may be varied slightly to improve the fit.
4. select only from these kinds of ordering: 1., 2., ...; i., ii., ...; a., b., ... Do not use any other kind.

Do not use page breaks or sections breaks. Where necessary or desirable, use several carriage returns to obtain a page break.



**Figure 1: Sample of a figure (title is below the figure, centred, bold)**

Figures must be placed in their correct locations in your running text. All figures should be included in your Word file, and not in separate graphics or drawing packages. Labelling within the figure should be consistent with the fonts used in the text of your paper, i.e., Times New Roman. Number your figures sequentially, Figure 1, Figure 2, etc. Do not use variations such as Figure 1a, 1b.

**Table 1: A sample table (title is above the table, centred, bold)**

Location	Tables must be placed in their correct locations in your running text.
General	Use Times New Roman and other body text specifications for all text within a table. You may use 11, 10 or even 9 point as required to fit the width of columns. For headings within tables use sentence case, with bold and centering optional.
Format	Centre each table and select appropriate widths for the table and for each column. In columns of numbers, use centre or decimal point alignment.
Explanatory text	If your table requires explanatory text which doesn't fit easily into your running text, place it at the bottom of the table, in a smaller font size, formatted to the same width as the table.
Other features	Cell background colouring or shading may be used, but note the Proceedings editors may use a standard background colour for the first row or other elements of a table.

## References

Please use APA referencing. Use Times New Roman 11 point, left aligned, hanging indent 0.5 cm, with no blank lines. Wherever possible, insert URLs for references. However, do not insert URLs for publications which offer only *pay per view* or *institutional subscriber only, on campus only* access. Date of viewing may be omitted for journal and proceedings URLs considered to be of high reliability. The following list provides examples of referencing for the main kinds of publications.

- Chen, C. J. (2006). The design, development and evaluation of a virtual reality based learning environment. *Australasian Journal of Educational Technology*, 22(1), 39-63.  
<http://www.ascilite.org.au/ajet/ajet22/chen.html>
- Dunn, L., Morgan, C., O'Reilly, M., & Parry, S. (2004). *The student assessment handbook*. London: Routledge Falmer.
- Healy, C. & McKay, M. (2000). Nursing stress: The effects of coping strategies and job satisfaction in a sample of Australian nurses. *Journal of Advanced Nursing*, 31, 681-688.
- Kearsley, G. (2004). *Explorations in learning & instruction: The theory into practice database*.  
<http://tip.psychology.org/> [viewed 8 April 2010].

- Riebe, L., Roepen, D. & Santarelli, B. (2010). Getting the teamwork edge: Sustaining skills for future employability. In *Educating for sustainability. Proceedings of the 19th Annual Teaching Learning Forum*, 28-29 January 2010. Perth: Edith Cowan University.  
<http://otl.curtin.edu.au/tlf/tlf2010/refereed/riebe.html>
- Underwood, J. (1997). Breaking the cycle of ignorance: Information technology and the professional development of teachers. In D. Passey & B. Samways (Eds.), *Information Technology: Supporting change through teacher education*. (pp.155-158). London: Chapman & Hall.
- 

*This is a "generic" version suitable for Teaching and Learning Forum, WAIER Proceedings and others.*

Prepared by Clare McBeath and Roger Atkinson  
Email: [c.mcbeath@bigpond.com](mailto:c.mcbeath@bigpond.com), [rjatkison@bigpond.com](mailto:rjatkison@bigpond.com)  
Last revised: 7 June 2010. URL <http://www.waier.org.au/forums/procs-format-advice.pdf>