

PAPER SUBMISSION GUIDELINES – TEM CONFERENCE 2014

What follows is a facsimile for all papers submitted to the TEM Conference 2014. Print it out and read both the text and the <Comments>.

- **Papers must be submitted in Microsoft Word. Papers in pdf format cannot be accepted.**
- **Paper length: variable, but should be consistent with what can be presented within the time constraints of the conference. Ten pages of single-spaced type, including text, tables, figures and references, should be taken as an indicative length.**
- **Ethical considerations: It is presumed that authors have followed the standard scholarly ethical practices involved in seeking to present their work or to have it published.**

Please set up your document as follows:

- **Paper size: A4**
- **Margins: 2.54cm top, bottom, left and right**
- **Font: Times New Roman 12 pt for text**
- **Indent (left & right) 0 pt**
- **Spacing (before and after) 0 pt**
- **Page numbers: centred at bottom of page**
- **Language: English (United Kingdom)**

PAPER SUBMISSION GUIDELINES – TEM CONFERENCE 2014

Ian R Dobson,

Higher Education and Innovation Network, University of Helsinki
ian.dobson@helsinki.fi

Comment [IRD1]:

Title - 14pt, Times New Roman, upper-case, centred, <BOLD>.

The title should be as brief as possible, while being sufficiently descriptive to enable potential readers to determine whether it is of interest to them.

Comment [IRD2]: Author name/s and affiliation/s 12pt Times New Roman. centred. Also include email address.

All authors must be listed, followed by their affiliations. ATEM has no policy on the determination of the order of listing of authors.

Leave two blank lines between sections

Comment [IRD3]: The abstract and subsequent text, including headings should be in 12pt Times New Roman. Major headings should be left-aligned, upper-case, <BOLD>.

ABSTRACT

In order to achieve a high presentation standard and uniform style for the conference proceedings, authors are requested to follow the text format guidelines given in this paper. This paper is a facsimile of an actual conference paper. Authors are requested to submit their original paper via the TEM Conference website. Subsequent dealings will be with the *conference paper editor* appointed by Council. The style to be followed for papers submitted to the TEM Conference incorporates many of the style-related requirements for papers submitted to the *Journal of Higher Education Policy and Management*. An abstract, which ONLY RARELY would exceed 150 words, must be included. The abstract should summarise the essential points of the paper and it should state the purpose of the work and the major findings and conclusions.

KEY WORDS

Provide up to five key words.

INTRODUCTION

Anyone who has had their work published in scholarly journals or in conference proceedings is probably aware that publications usually have specific style requirements. Even if some of these requirements seem petty, the reason for such rules is to ensure consistency of appearance. In addition, in line with scholarly practices, references must be prepared to enable readers to refer to the same sources of information that the author has.

Therefore, the aim of this document is to minimise the differences between formats of the many papers that will be submitted, and thus to provide a professional appearance to the published Conference Proceedings. In other words, these editorial instructions should be followed closely.

This paper itself has been formatted according to the instructions and may be used as a model. Microsoft Word's <Comments> facility has been used to highlight many of the style requirements.

Comment [IRD4]: Leave two blank lines between major sections, and one blank line before the text.

ORGANISATION OF THE PAPER

The body of the paper should be broken down further into upper-case, bolded headed major sections. Some examples of typical headings are INTRODUCTION, METHODS, RESULTS, DISCUSSION and CONCLUSIONS. Sub-headings within major sections should be in sentence case, bold. The paper should not usually be any longer than what is consistent with

presenting the material at the Conference, although there is no strict word limit. The paper shouldn't have numbered sections.

Acknowledgements

People who have contributed significantly to the paper should be acknowledged at the end of the paper, before the biographical note/s and the references. This paper also includes a couple of acknowledgements (real ones!) by way of example.

Comment [IRD5]: Leave one blank line before a sub-heading.

Biographical note/s

These should also be towards the end of the paper, straight after any acknowledgements. They are not intended to present an author's life history, but are there to explain who the author is, where s/he works, and therefore her/his link to the paper s/he has authored or co-authored.

References

'References' are the works (conference papers, published articles, books, chapters in edited books, press reports and web-sourced documents to name several) the author actually cites in their paper. That is, the material listed in the References should include ONLY the works cited in the text. The references are not meant to be a list of all the work an author referred to in their path to a finished paper. It doesn't matter if your original brain wave for writing the paper came from reading the Bible or Winnie the Pooh, these works would only be listed in the references if actually cited in the paper. This point is sometimes misunderstood.

The references in papers submitted for the TEM Conference 2014 must be given in the author/date system, according (approximately) to the referencing system of the American Psychological Association (5th edition). E.g. (Smith, 1987), (Smith & Jones, 1988), (Smith et al., 1985). References must be listed after the main text in alphabetical order by author as in the examples at the end of this paper. Please go through the references in this facsimile paper carefully, to see where there should be full stops and other punctuation, and to see what should be italicised and what should not. Note particularly the appropriate way for including source material from the internet. The references shown below are all fakes, by the way (if you hadn't guessed).

Note the various times to use '&' and 'and'. In a nutshell, the ampersand (&) is used at all times EXCEPT when referring to a multi-authored work in the text itself. For example: 'According to Bill and Ben (2007), the one on the left is bigger than the one on the right. However, other authors disagree (Smith & Jones, 1988; Smith et al., 1985)'. Quotations should be in single quotation marks. Double quotation marks should only be used for quotations within quotations. If direct quotations have been included for any author, the page number must also be cited. For example, if a direct quotation is taken from authors Bill and Ben, following that quotation, the citation would show (Bill & Ben, 2007, p. 350). See how these have been listed in the REFERENCES that follow this facsimile paper.

Novice writers and or those unused to writing for publication are often somewhat perplexed by referencing protocols, but it really isn't rocket science. There is not that much to learn, and once a writer becomes aware of referencing and other style-related issues, everything is a doddle.

Appendices

Sometimes it will be necessary for a paper to include one or more appendices. For example, if a paper is an analysis and commentary on data collected via a questionnaire, perhaps the author would wish to include it with the paper. This facsimile paper includes an appendix for

purposes of demonstration (Appendix 1). It is a checklist for authors before they submit their papers via the conference website. Authors should make sure that they can tick all the boxes before they submit. Appendices should appear after the references.

PAPER PREPARATION

In preparing your conference paper, there are a few things that should be considered. There is no set way to write a paper, and for example, it might make the work easier for readers to ingest some information if it is in a series of dot points. To make this point, consider these lists of Do's and Don'ts for papers submitted to the TEM Conference 2014. First, the Do's:

- set paper size to A4
- write in a style suitable for publication rather than in a colloquial style
- follow Anglo-English spelling and usage conventions. The document should be set to **<English – United Kingdom>**
- use 'per cent' rather than '%' in the text. Use '%' in tables and figures
- use 's' rather than 'z' in words such as 'organise' (analyse, recognise, etc)
- use a single space at the end of sentences
- use single quotation marks. Used double quotation marks for quotes within a quote.
- ensure that the material cited in the text matches the material listed in the References. Papers that do so will be returned to the author, and the editor will create of a voodoo effigy of the author into which pins will be thrust
- unless starting a dot point with a proper noun, a lower-case first letter should be used. This is notwithstanding Microsoft's error in this regard. Please reverse Microsoft's so-called <autocorrect> on this point!

And now, the Don'ts:

- do not use numbered sections
- do not use underlining
- do not use footnotes, endnotes or any headers or footers EXCEPT for page numbers (centred, bottom of page)
- do not use abbreviations, except for universally-known organisations or processes. Papers can become incompressible if they are filled with unfamiliar abbreviations or acronyms. Resist the temptation to concoct abbreviations, because many abbreviations have already been 'taken'. Abbreviating the (hypothetical) Department of Science, Technology and Dancing to STD will leave some people wondering about 'subscriber trunk dialling' or 'sexually transmitted diseases', to name but two other possible uses for these initials. If a paper is to include a well-known abbreviation, it should be specified in full at first use. For example, Organisation for Economic Cooperation and Development (OECD).

It could be that some papers contain non-text material such as tables, graphs and perhaps photographs. Tables and figures should be incorporated into the text close to where they are first referred, and the text within both should be Times New Roman, 10 pt. Tables and figures should neither be grouped separately after the text, nor provided in a separate file. In general, 'tables' comprise data, and 'figures' comprise everything else (graphs, photographs, etc.). Tables and figures should have separate numbered sequences. Tables should be numbered and have their titles placed above them, whereas each figure should have a caption at its foot, and should be referred to in full; e.g. do not abbreviate Figure 1 to Fig. 1. Photographs should be low-resolution to prevent document file from becoming too large (in megabytes).

The nature of this paper is that it has no tables of data, but it would have been possible to represent the Do's and Don'ts mentioned above in a **Figure** instead. This is precisely what Figure 1 is.

Comment [IRD6]: Text and numbers in figures and tables should be in Times New Roman 10pt.

Do	Don't
set paper size to A4	include promotional statements or logos
follow Anglo-English spelling and usage conventions	use numbered sections
write in a style suitable for publication rather than in a colloquial style	use underlining
use 'per cent' rather than '%' in the text	use footnotes, endnotes, any headers or footers (except for page numbers)
use 's' rather than 'z' in words such as 'organise'	do not use abbreviations, except for universally-known organisations or processes

Figure 1. Do's and Don'ts for preparing papers for the TEM Conference 2014

Figures should be prepared in black and white. Graphs with coloured bars and/or lines look great on the screen, but are often illegible in black-and-white print. Please note that the text in figures should also be in Times New Roman 10 pt (unless this is not possible).

CONCLUSION

These instructions have been designed to help ensure the production of a high quality volume of Proceedings for the conference, and to facilitate subsequent use of the material in the Journal. Thank you for your cooperation. The requirements here are not onerous, and eventually writers will simply know exactly how work should be laid out. The last things the author should remember are to make sure that <Track changes> has been toggled off, and that all changes have been accepted.

ACKNOWLEDGEMENTS

The author would like to acknowledge the helpful comments received from Ms Maree Conway and Mr Giles Pickford on an earlier draft of this paper.

BIOGRAPHICAL NOTE

Dr Ian R Dobson is a researcher at the University of Helsinki and is editor of ATEM's *Journal of Higher Education Policy and Management*. At time of writing he was thoroughly sick of snow.

REFERENCES

Bill, P., & Ben, Q. (1987). Learning this and learning that. *Journal of Something*, 3(2), 347-358.

Comment [IRD7]: Note carefully where punctuation and italicisation are used in References, and how to cite material from the internet.

Smith, A. (1987). *What I did on my holidays*. Paper presented at the 76th MET Conference, 1-3 October 1987, Jyväskylä, Finland. Retrieved from <http://www.universitynonsense.com/paper.php=12345>

Smith, A., & Jones, B. (1988). Profit from punctuation. *Journal of Policy Management and Higher Education*, 67(2), 173-184.

Smith, A., Jones, B., & Carmichael, D. (1985). *Punctuation for fun and profit*. Helsinki, Dodgy Publishing Inc.

Comment [IRD8]: Note that use of the Latin abbreviation 'et al.' is permitted when referring to work by more than two authors in the text, but authors must be listed in full in the References.

Appendix 1: A check list for authors before submitting a paper to the TEM Conference

Note: This checklist is purely for demonstration purposes. Please ensure that you can tick all items, but don't submit it with the paper.

	'Yes' (✓)
Pre-submission checklist	
I have used A4 sized paper	
I have set margins to 2.54cm all around	
I have used Times New Roman (12pt for text; 10 pt in tables and figures)	
I have set indent and spacing to 0 pt	
I have numbered pages at the bottom, centred	
I have used Anglo – English spelling and usage conventions	
I have left a single space at the end of sentences	
I have not used abbreviations, except for universally-known organisations or processes	
I have used 'per cent' rather than '%' in the text	
I have used 's' rather than 'z' in words such as 'organise'	
I have used single quotation marks except for for quotes within a quote.	
I have not used underlining	
I have not used footnotes or end notes (other than page numbers)	
The References list includes only material cited in the text	
I have followed the referencing style outlined in this paper	