

# ACEN style guide for abstracts [1]

Paper title in sentence case Arial 16 bold

**Author 1**[2][3]

*Department or Centre, Institution*

**Author 2**

*Department or Centre, Institution*

Insert your abstract here. Use Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, not italicised. Abstract should be not more than 200 words.

**Keywords:** Four (4) key or focus terms, separated by commas, by which your paper can be indexed

## First level heading in sentence case Arial 12 bold

Body of your paper ... use Times New Roman 10 point, left aligned, single spaced. Blank lines before and after headings and paragraphs are to be sized the same as text lines, i.e., 10 point (Times NR).

Please use A4 size in portrait format with 2.5cm margins on all sides and zero gutter. Do not use any headers or footers. For paragraphing, use a single blank line between each paragraph, and no indents. Do not use *Spacing Before* or *Spacing After* your paragraphs.

## Acknowledgments

Authors can make appropriate acknowledgments just prior to the reference list, omit these if paper is for refereeing.

## References

Use APA 6<sup>th</sup> edition style for references. This style prescribes alphabetical order by first author. Use Times New Roman 10 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 that only offer pay per view, institutional subscriber, or on campus only access to full text. The 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. However, do not group references in submissions:

### **Journal Article**

Coll, R.K., Halsey, E., & Eames, C. (1997). Keeping the customer satisfied. *Journal of Cooperative Education*, 32(3), 31-40.

### **Conference Paper Presentation**

Arzi, H.J., White, R.T., & Fensham, P.J. (1987, April). *Teachers' knowledge of science: An account of a longitudinal study in progress*. Paper presented at the annual meeting of the American Educational Research Association, Washington, DC.

### **Conference Proceedings**

Pickles, T. (1993). Value and quality of industrial placements: Students' views. In R.J.A. Bradley & A.N. Glynn (Eds.), *Proceedings of the Eighth World Conference on Cooperative Education* (pp. 209-212). Dublin, Ireland: World Association for Cooperative Education.

### **Chapter in a Book**

Ball, S.J. (1988). Humanistic research procedures: Participant observation. In J.P. Keeves (Ed.), *Educational research, methodology, and measurement: An international handbook* (pp. 507-510).

### **Book**

Kemmis, S., McTaggart, R. & Nixon, R. (2014). *The action research planner. Doing critical participatory action research*. Springer: Singapore.

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[1] Remove this line and blank lines after it before using the template to draft your proposal.

[2] Corresponding author contact details; Department, Institution, International telephone number, contact email address.

[3] To allow for blind reviewing, please only include author details in the final submission.