

ACEN style guide for papers ¹

Paper title in sentence case Arial 16 bold

Author 1²³

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.

Second level heading in sentence case Arial 10 bold

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

Third level heading in sentence case Times New Roman 10 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 longer quotation] Use Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, not italicised, without quote marks, one blank line before and after. 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. In general, very short quotations using only a few words should be given with double quote marks in your running text, whilst only longer quotations using a line or more should be formatted as quotations. (reference)

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

- Bullet lists should be round bullet type for level 1
 - Left indent to 0.5cm with hanging indent of 0.5cm
 - Use dash bullet type for level 2
 - Left indent to 1.5cm with hanging indent of 0.5cm
1. Use numerals followed by full stop for ordered list
 2. Left indent to 0.5cm with hanging indent of 0.5cm
 - a. For level 2 use lowercase letter followed by full stop
 - b. Left indent to 1.5cm with hanging indent of 0.5cm

Figure 1: Sample of a figure (legend is below figure, centred, bold)

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.

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

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

Location	Tables must be placed in their correct, appropriate locations in your running text
General	In general use Times New Roman 10 point and other body text specifications for all text within a table and its title, though 9 point may be used as required for narrow columns. Tables should have a title with consecutive numbering (e.g.: Table 1: Title of the table), bolded, using sentence case, centred, and located at the top of the table. For headings within tables use sentence case, with bold and centring optional.
Format	Centre each table and select appropriate widths for the table and for each column, using percentages. Use of borders for all cells ('All', with style '1/4 point') is recommended, mainly because borders seem to be helpful for on screen reading. In columns of numbers, use centre or decimal point alignment.
Explanatory text	If your table requires explanatory text that is inappropriate for placing in your running text, place it at the bottom of the table, formatted to the same width as the table.

Acknowledgments

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

References

Use APA 6th 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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