

# Document style requirements for papers submitted to AaeE2004 for publication

**Christopher Peter Snook**

University of Southern Queensland, Toowoomba, Australia  
snook@usq.edu.au

**Author 2**

Institution, City, Country  
Email address

**Abstract:** An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and should attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper. An abstract of approximately 300 words should be provided here in the format given in the style 'Abstract'. The abstract should let the reader know what is in your paper and attract them to read the full paper.

**Keywords:** AaeE2004, template, paper (give three keywords)

## Formatting your paper

This document is an example of the document style to be used to format your paper for submission to AaeE 2004.

### ***Preferred file format***

The preferred file format for submission of your paper is Microsoft Word complying with the layout prescribed below. The paper should be between 3000 and 4000 words in length, including title, abstract, main text, tables and references. No paper may be more than ten pages in length unless written permission is first granted by the conference organising committee.

### ***Using the template***

We prefer that you use the style sheet in this document if you know how to use style sheets. You should save the file **AAEE2004template.dot** to the location where templates are held on your personal computer. Typical locations for this include:

C:\Documents and Settings\*username*\Application Data\Microsoft Office\Templates\

C:\Program Files\Microsoft Office\Templates\

When the template is installed correctly, you will be able to create a new document in Word using this template.

Otherwise you are required to follow the directions described further in the document below. The paper will be published exactly as you submit it, so be careful to follow the guidelines carefully.

### ***Printer and document setup***

Please set your printer type to a postscript printer before creating and formatting your document, if at all possible. Your paper will be converted from the Microsoft Word format to Adobe's *pdf* format, and we wish to minimize any document layout changes that may occur as a result of this conversion.

### ***Page setup***

Use an A4 paper size and use 2.5cm margins all around, that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm. Leave the Gutter at 0cm.

### ***Headers, footers and page numbers***

Your document must not include headers, footers or page numbers. These will be added by the editors in the final collation of papers.

### ***Footnotes***

Do not use footnotes in your paper.

## **Paper formatting style**

# **Title of the paper**

### ***Title***

The title should be in Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised). Leave two blank 16 point lines after the title. Template style **Heading 1** makes these changes and leaves the appropriate space.

### ***Author details***

Author detail are centred and should include 3 lines for each author. The first line should have the name of the author in Arial 11 point bold (style: **Author**). The second line should give the university, city and country of the author in plain text, Times New Roman 11 point (style: **Affiliation**). The third line should give the author's email address also in plain text, Times New Roman 11 point (style: **Affiliation**). There should be one blank line after each author, and two blank lines between the last author and the abstract.

### ***Abstract***

The abstract should be approximately 300 words, and is Times New Roman, 12 point italic, left justified only, in single spacing (style: **Abstract**). The word 'Abstract' should be first in bold, followed by a colon and then the text of the abstract. There should be one blank line after the Abstract.

### ***Keywords***

Keywords use the same style as the Abstract. Three words or phrases should be provided to facilitate indexing and refereeing. Leave two blank lines after the Keywords.

### ***Body text***

Body text is Times New Roman 12 point, single spaced with no paragraph spacing provided before or after. Text is left justified (style: **Body**). Leave one blank line between paragraphs.

### ***Heading level 2***

Heading level 2 is Arial 12 point bold with no paragraph spacing before or after (style: **Heading 2**). Leave one blank line before and after a Level 2 heading.

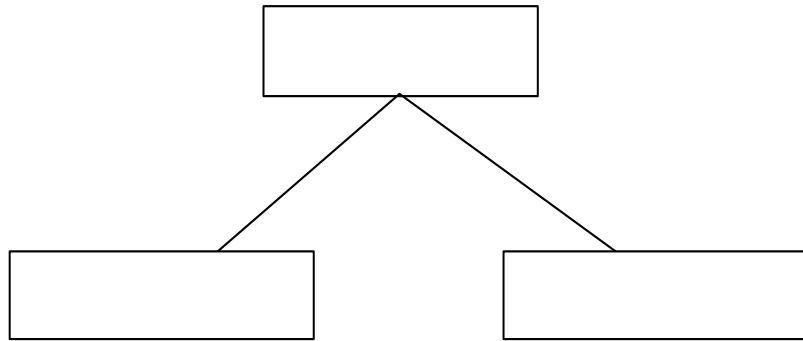
### ***Heading level 3***

Heading level 3 is Arial 12 point bold italic with no paragraph spacing before or after (style: **Heading 3**). Leave one blank line before (but not after) a Level 3 heading.

### ***Heading level 4***

Heading level 4 is Arial 10 point bold with no paragraph spacing before or after (style: **Heading 4**). Leave one blank line before (but not after) a Level 4 heading.

## **Figures and tables**



**Figure 1: Captions and titles for figures and tables**

Figures and tables should be centred. Use Heading level 4 (Arial 10 point bold) for captions and titles for figures and tables, leaving one blank line before and after. Captions should be left justified.

### **References**

References should be listed in Times New Roman 10 point, single spacing. Second and subsequent lines within each reference are indented 0.5cm. Do not leave a blank line between references.

Use American Psychological Association (APA) referencing both in text and for listing references at the end of the paper. References in text should be author and date:

... Bates (2000) contended that ...

... Berge, Collins, and Dougherty (2000) found that ...

... there is strong evidence of this in the literature (e.g., Reeves and Laffey, 1999).

References should be listed in alphabetical order in the reference list. Examples of referencing different sources are given below:

#### **Book:**

Bates, A.W. (2000). *Managing technological change: Strategies for college and university leaders*. San Francisco: Jossey-Bass.

#### **Chapter in book:**

Berge, Z.L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based courses. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Hershey, PA: Idea Group Publishing.

#### **Journal article:**

Reeves, T.C., & Laffey, J.M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal*, 18(2), 219-232.

**Conference proceedings:**

Edwards, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

**Online source:**

Chandler, T. (2001). *Outback and in again: A new graduate's experience of rural and remote nursing*. Sixth National Rural Health Conference. Retrieved from <http://www.abc.net.au/health/papers/paper11.htm>.

**Newspaper articles:**

Author(s) of article - surname and initials Year of publication, 'Title of article - in single quotation marks,' Newspaper name - italicised, day month, page number(s).

Tobler, K & Kerin, J 2002, 'Hormone alert for cancer', *The Australian*, 10 July, p. 1.

Note: if the newspaper article does NOT have an author then provide details in-text citation only, NOT in the Reference List or Bibliography.

The Australian (10 July 2002, p.1) states.....

**Combined example:****References**

Edwards, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

Reeves, T.C., & Laffey, J.M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal*, 18(2), 219-232.

**Acknowledgements**

Acknowledgements can be made after the References. Use Level 3 Heading and Body text style. Leave one blank line after the Acknowledgements. This template is based on the template distributed for authors at last years conference.