

GUIDELINES FOR FULL PAPER SUBMISSIONS

FILE FORMAT AND DOCUMENT SET-UP

File format

- The file format for submission of your paper is *Microsoft Word (.doc)*

Page set-up

- A4 paper size, portrait
- All margins (top, bottom, left and right) to be 2.5cm
- Do **not** use page or section breaks
- Please only use normal style

Headers, footers and page numbers

- Ensure that your document does **not** include headers, footers or page numbers, as these will be added later for the publication

STYLE

Title

- Times New Roman, 14 point, bold,
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point lines after the title

Author details

- The first line should list the name(s) of the author(s) in Times New Roman, 12 point, ranged left
- Please add ‘*’ to indicate the corresponding author. The correspondence details should be given as footnote on page 1 as follows –
 - * Corresponding author. Email: xxxxRanged left, no indent. Postal address is not needed.

- The second line should give the department and institution of the author in Times New Roman, 12 point, italic and ranged left.
- There should be two blank 12 point lines between the affiliation and the abstract

Abstract

- Maximum of 350 words, do not include the word ‘abstract’
- Times New Roman 12 point, justified
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave one blank 12 point line after the abstract

Keywords

- Three words or phrases should be provided to facilitate indexing and refereeing
- Times New Roman 12 point, justified
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave two blank 12 point lines after the keywords

Body text

- Times New Roman 12 point, justified
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line between paragraphs

Sub-heading

- Times New Roman 12 point, bold, left justified
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line before and after

LISTS

Bullet lists

- Times New Roman 12 point, left justified
- Use the round bullet type. Left indent to 0.5cm, hanging indent by 0.5cm
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line after last point unless continuing on with the same paragraph

Ordered lists

- Times New Roman 12 point, left justified
- Use numerals followed by a full stop. Left indent to 0.5cm, hanging indent by 0.5cm
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line after last point unless continuing on with the same paragraph

Tables and figures

- Tables and figures should be centred and incorporated into the text close to where they are first referred to
- Times New Roman 12 point, centred for captions and titles
- A colon is inserted after the number of the table or figure
- Leave one blank 12 point line before and after
- Tables are labeled above
- Figures are labeled below

Table 1: Caption/title for table

Table heading 1	Table heading 2	Table heading 3	Table heading 4



Figure 1: Caption/title for figure

ACKNOWLEDGEMENTS

- Acknowledgements can be made before the references
- Times New Roman 12 point, centred for captions and titles
- Leave one blank 12 point line after the acknowledgements

REFERENCES AND QUOTATIONS

Quotations

Very short quotations using only a few words should be given with double quote marks i.e. “...” in your running text, whilst only longer quotations using a line or more should be formatted as quotations:

- Times New Roman 12 point, left justified
- Left indent to 1.0cm, right indent to 1.0cm
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point 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

Reference (in-text citation)

- Use the American Psychological Association (APA) referencing (author and date) 6th edition style

Reference (list)

- Times New Roman 12 point, left justified
- Single spacing
- Second and subsequent lines within each reference are indented 0.5cm
- Do not leave a blank line between references
- Use the American Psychological Association (APA) referencing (author and date) 6th edition style
- References should be listed in alphabetical order in the reference list

COPYRIGHT STATEMENT

- Times New Roman 12 point, justified
- Single spacing
- No paragraph spacing before or after
- Leave one blank 12 point line before and after
- The following copyright statement should be included at the end of your paper

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For a single author:

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