**QED’16 Guidelines for authors**

UNESCO International Workshop ***QED’16: Technology Advanced Quality Learning for ALL***

Please prepare your manuscript before submission, using the following guidelines:

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| **Format** | Article files should be provided in Microsoft Word format, based on QED’16 Paper Template. |
| **Article Length** | Articles should be between 6 and 8 pages in length. This includes all text including references and appendices. Please allow 280 words for each figure or table. |
| **Article Title** | A title of not more than eight words should be provided.  **Title of Paper - Times New Roman, 14 point, bold,  centred, spacing after 12pt, line spacing – 1,5.** |
| **Author details** | All contributing authors’ names should be added and their names arranged in the correct order for publication.   * Correct email addresses should be supplied for each author in their separate author accounts * The full name of each author must be present in their author account in the exact format they should appear for publication, including or excluding any middle names or initials as required * The affiliation of each contributing author should be correct in their individual author account. The affiliation listed should be where they were based at the time that the research for the paper was conducted.   **Author Name(s) [Times New Roman, 12 point, bold, centred]**  Name of Institution [10 point, normal, centred]  City /Country [10 point, normal, centred]  *E-mail [10 point, italic, centred]* |
| **Structured Abstract** | **Abstract** [Times New Roman 12-point, bold, centred,  spacing before 12pt, line spacing – 1,5.]  *The text of the abstract should be maximum of 350 words and written in italicized text, using Times New Roman 10-point. The paragraph should be fully justified. Please leave two blank lines after the abstract, then begin the main text.*  Authors must supply a structured abstract in their submission.  Purpose (mandatory)   * Design/methodology/approach (mandatory) * Findings (mandatory) * Research limitations/implications (if applicable) * Practical implications (if applicable) * Social implications (if applicable) * Originality/value (mandatory)   Maximum is 350 words in total (including keywords) |
| **Keywords** | Authors should provide appropriate and short keywords that encapsulate the principal topics of the paper. |
| **Headings** | Headings must be concise, with a clear indication of the distinction between the hierarchy of headings.  The preferred format is for first level headings ***(First-order headings***) to be presented in bold format and subsequent sub-headings *(****Second-order headings)*** to be presented in medium italics and bold format. 1. First-order headings First order heading, for example, “1. Introduction”, should be **Times New Roman** 13-point boldface, initially capitalized. Spacing before 12pt, line spacing – 1,5. 1.2 Second-order headings Second order heading should be **Times New Roman, Italic,** 12-point boldface, initially capitalized. Spacing before 6pt, line spacing – 1,5. |
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| **Research funding** | Authors must declare all sources of external research funding in their article and a statement to this effect should appear in the Acknowledgements section. Authors should describe the role of the funder or financial sponsor in the entire research process, from study design to submission. |
| **Figures** | All Figures (charts, diagrams, line drawings, web pages/screenshots, and photographic images) should be submitted in electronic form.  All Figures should be of high quality, legible and numbered consecutively with arabic numerals. Graphics may be supplied in colour to facilitate their appearance on the online database.   * Figures created in MS Word, MS PowerPoint, MS Excel, Illustrator should be supplied in their native formats. Electronic figures created in other applications should be copied from the origination software and pasted into a blank MS Word document or saved and imported into an MS Word document or alternatively create a .pdf file from the origination software. * Figures which cannot be supplied as above are acceptable in the standard image formats which are: .pdf, .ai, and .eps. If you are unable to supply graphics in these formats then please ensure they are .tif, .jpeg, or .bmp at a resolution of at least 300dpi and at least 10cm wide. * Photographic images should be submitted electronically and of high quality. They should be saved as .tif or .jpeg files at a resolution of at least 300dpi and at least 10cm wide. Digital camera settings should be set at the highest resolution/quality possible. |
| **Tables** | Tables should be typed and included in a separate file to the main body of the article. The position of each table should be clearly labelled in the body text of article with corresponding labels being clearly shown in the separate file.  Ensure that any superscripts or asterisks are shown next to the relevant items and have corresponding explanations displayed as footnotes to the table, figure or plate. |
| **References** | References to other publications must be in **Harvard** style and carefully checked for completeness, accuracy and consistency. This is very important in an electronic environment because it enables your readers to exploit the Reference Linking facility on the database and link back to the works you have cited through CrossRef.  You should cite publications in the text: (Adams, B. 2006) using the first named author's name or (Adams, B. and Brown, C. 2006) citing both names of two, or (Adams *et al.*, 2006), when there are three or more authors. At the end of the paper a reference list in alphabetical order should be supplied.  **References [Times New Roman, 12-point, bold, centred and capitalize the first letter] Spacing before 12pt, line spacing – 1,5.**  [1]  [2] |
| *For books* | Surname, Initials (year), *Title of Book*, Publisher, Place of publication.  e.g. Harrow, R. (2005), *No Place to Hide*, Simon & Schuster, New York, NY. |
| *For book chapters* | Surname, Initials (year), "Chapter title", Editor's Surname, Initials, *Title of Book*, Publisher, Place of publication, pages.  e.g. Calabrese, F.A. (2005), "The early pathways: theory to practice – a continuum", in Stankosky, M. (Ed.), *Creating the Discipline of Knowledge Management*, Elsevier, New York, NY, pp. 15-20. |
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| *For unpublished conference proceedings* | Surname, Initials (year), "Title of paper", paper presented at Name of Conference, date of conference, place of conference, available at: URL if freely available on the internet (accessed date).  e.g. Aumueller, D. (2005), "Semantic authoring and retrieval within a wiki", paper presented at the European Semantic Web Conference (ESWC), 29 May-1 June, Heraklion, Crete, available at: <http://dbs.uni-leipzig.de/file/aumueller05wiksar.pdf> (accessed 20 February 2007). |
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| *For archival or other unpublished sources* | Surname, Initials, (year), "Title of document", Unpublished Manuscript, collection name, inventory record, name of archive, location of archive.  e.g. Litman, S. (1902), "Mechanism & Technique of Commerce", Unpublished Manuscript, Simon Litman Papers, Record series 9/5/29 Box 3, University of Illinois Archives, Urbana-Champaign, IL. |
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