

## Author's guide for submission of papers for SCECSAL XXII -- 2016

Authors are kindly requested to submit their final papers in MS Word format (not PDF) so that they can be copy-edited by SCECSAL Program committee members and the Conference Organising Committee. Please send your papers to [scecsal2016@gmail.com](mailto:scecsal2016@gmail.com) or [anbuj@uniswa.sz](mailto:anbuj@uniswa.sz) or [fmkhnota@uniswa.sz](mailto:fmkhnota@uniswa.sz) by Wednesday, 31<sup>st</sup> March 2016. Please follow the format meticulously so that the preparation of the on-line proceedings and CD-ROM is not delayed.

*This document illustrates the approved format and layout for papers submitted to SCECSAL – XXII 2016. The paper should be in English and should have the A4 paper format. The paper should be submitted electronically in Word format. The paper should not exceed more than 8 pages. Below is the format:*

Length of the paper: 6 – 8 pages Maximum  
Paper Size: A4 format  
Font Type: Times New Roman  
Font Style: Normal  
Font Size: 14 and bold for Headings; 12 and bold for second level; and 12 for other text as illustrated below  
Left Margin: 2.54 cm, or 1 inch  
Right Margin: 2.54 cm, or 1 inch  
Top Margin: 2.54 cm, or 1 inch  
Bottom Margin: 2.54 cm, or 1 inch  
Line Spacing: 1.0

### **Important Dates:**

Submission of Abstracts:	30th September 2015
Notification of Acceptance:	30th November 2015
Submission of Full paper:	31st January 2016
Submission of presentation slides:	31st March 2016

The Sample format of the paper is provided in the following pages:

# TITLE OF THE PAPER

Name SURNAME<sup>1</sup>, SecondauthorName SURNAME<sup>2</sup>

<sup>1</sup>*Job Title, Organisation, Address, City, Country*

*Tel: + countrycode localcode number, Fax: + countrycode localcode number, Email:*

<sup>2</sup>*(same information and style for additional authors)*

## **Abstract**

Abstracts should contain no more than 250 words, and presented in Times New Roman in 12pt. Write concisely and clearly. The abstract should reflect only what appears in the original paper.

## **Keywords**

4 or 5 keywords should be included each separated with a semicolon.

## **1. Headings**

Headings should be numbered as illustrated, and presented in bold Times New Roman at 14pt.

### **1.1 Second level headings**

Second level section headings should be 12pt bold Times New Roman numbered as shown.

#### 1.1.1 Third level heading - Normal text

The main text of the paper should be presented in 12pt Times New Roman single line spaced with full justification. The language of the conference is English. The paper should be presented in single column, one side format.

Any images or tables should be included in the document at the position the author wishes them to appear. They should be centred with respect to the text and provided with a numbered caption. Caption text should be below the image or table in Times New Roman 10pt.



Figure 1 Title of the figure.

The paper should follow American Psychological Association (APA) Referencing Style. The APA Referencing style should have the in-text citation in the body of the text for any references taken wholly or partly, acknowledged with the surname of the author followed by the year and should include the page number if any specific quotation has been taken as illustrated here (Anaragnau 2010, 280). Complete bibliographical details of the same author should be provided in the Reference section of the paper. For more elaborate APA Style you can either use Publication Manual of the American Psychological Association 6<sup>th</sup> edition or check [www.apastyle.org](http://www.apastyle.org). All the references should be promptly included and alphabetically provided in the Reference Section at the end of the paper.

## References

Anaragnau K. & Maravras, M R. (2010) 'Library information for next generation students' *Journal of Perioperative Practice*. 20 (8) pp. 278-282.

Chaffey, D., Mayer, R., Johnstone, K. & Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2nd ed. Harlow: Prentice Hall.

Clark, A. (2010) 'Shape-shifter With a Salt Beef Sandwich' *Book of the Week, Review. The Guardian*. 14 August 2010, p.5.

Eyles, J. (2002) 'Global Change and Patterns of Death and Disease' In: Johnston, R.J., Taylor, P.J. & Watts, M. J. (eds.) *Geographies of Global Change: Remapping the World*. 2nd ed. Oxford: Blackwell Publishing. pp. 216-235.

Harrison, A. (2011) 'School league tables: Most miss Baccalaureate target' *BBC News: Education and Family. BBC Mobile*. <http://www.bbc.co.uk/news/education> [accessed 26 January 2011].

Springer, S. & Deutsch, G. (1998) *Left Brain Right Brain: Perspectives from Cognitive Neuroscience*. 5th ed. New York: W.H. Freeman and Company.

Wilkinson, R. (1999). Sociology as a marketing feast. In M. Collis, L. Munro, & S. Russell (Eds.), *Proceedings of the XIII Standing conference of the Australian Sociological Association*. Paper presented at The Australian Sociological Association, Monash University, Melbourne, 7-10 December (pp. 281-289).

## Biographies

Authors' brief biographies should be presented in Times New Roman in 12pt, single line spaced with full justification. For papers with more than one author each biography should be a maximum of 100 words and in separate paragraphs.