



AUTHOR'S KIT

Submissions due March 31 2006.

Dear Colleagues,

Thank you for your interest in presenting at ACEC 2006 in Cairns from October 2-4 2006. This document contains the guidelines for the submission of papers for refereeing purpose, proposals for non-refereed papers, workshops, symposia and posters.

Please note that all papers and proposals should be submitted electronically at the conference web site:

<http://www.acec2006.info/>

Conference team stamp on this conference

This conference is being hosted in North Queensland outside of a capital city, and consequently we want to ensure the conference reflects the excellent and forward-thinking contributions of educators in remote and rural areas, especially those in Northern Australia, country regions and Pacific countries. If you can share your story, you will complement the excellent contributions usually included in the Conference program. The Conference theme is "IT's up here for thinking", encouraging Australian teachers and researchers to showcase their work. The theme also encourages all contributors to reflect (think!) about their professional work and to think ahead on ideas our professional community could consider over the next two years. It is important to us to place ACEC conferences as a strategic milestone in the national and international agenda, by thinking reflectively about our collective wisdom and using our knowledge to forge future agendas.

This conference is a celebration of partnerships. Speakers are partners to the audience, sponsors, and partnering organisations. We welcome all speaker's contributions as you partner with us to make ACEC 2006 in Cairns, the best conference ever.

Conference Themes and Streams

Authors are encouraged to address the Conference theme.

"IT's up here for thinking!"

Speakers and authors will be asked to nominate which conference streams suit the intent of their paper or presentations:

- E-learning
- Innovation
- Leadership and management
- ICT across the curriculum
- ICTs excellence in regional, rural and remote areas
- Information management
- Networking systems
- Computing studies

The Conference is offering speakers a range of presentation types:

- Fully-refereed papers
- Non-refereed papers
- Computing workshops
- Non-computing workshops
- Symposia or panels
- Poster sessions

Conference audience

ACEC Conferences attracts a varied audience many of whom have multiple and broad interests in the ICTs and Learning area and related fields. The ACEC conference is the national conference for members of Computer Education Groups throughout Australia and so has a teacher and teacher educator base. The conference will attract educators, commercial suppliers and researchers from Queensland, Australia, Pacific nations including New Zealand, Asia and elsewhere.

The conference will attract the leaders in ICTs and Education and those keen to debate new ideas, learn from the success of others and set new agendas. For this audience, your paper will need to be thought provoking, discuss significant issues and be forward thinking.

The conference will attract teachers. For this audience, your contribution will need to be practical, support development of exemplary classroom practice and the support activities around the use of ICTs by students and their teachers.

Contributing Papers

Selection of conference papers will be based on the full paper, rather than the abstract. You will be expected to contribute either a full paper or complete description of a workshop or symposia.

Papers/proposals will be submitted electronically directly onto the ACEC website. You will complete an interactive form online and then upload your paper's description as a Microsoft Word document or a PDF. The PDF must not be protected.

You will also be able to add graphics and other files to share with your audience. Only the paper and description will be significant for the proposal to be accepted.

Contacts

Thank you again for interest in presenting at ACEC 2004 and we look forward to your submission and your continued support for the conference.

If you have any questions concerning papers generally and progress on your paper, contact the program co-chairs:

Associate Professor Neil Anderson neil.anderson@jcu.edu.au
Associate Professor Cathie Sherwood c.a.sherwood@cqu.edu.au

Guidelines for all publications

Submissions to the conference should adhere to the following formatting guidelines:

Document

The final paper submission should not exceed 3500 words in length (including references and appendices) and should contain no more than 20 references using either Times or Times New Roman font with point sizes as specified below. The paper is to be submitted in single spacing.

Abstract

The abstract should summarise the scope and results of the paper in a concise and accurate manner without references to other works. It should be of a length of no more than 200 words, and should be in 10 pt italicised font with a 2.5cm left and right indent. The abstract will appeal to people to attend your session and download your paper from the web site.

Length of papers

- Papers (title, abstract, main text) must not be more than 12 pages in length or 3500 words.

Font

- Times New Roman 11 point (pt), single space
- Upper and lower case only, unless specified
- Major heading should be set to an Arial font with 11pt using only capital letters
- Minor heading should be set to an Arial font with 11pt using upper and lower case
- Please use single (straight) quotes, not double quotes. Double quotes may be used for quotations within quotations.

Layout

- Margins should be set at 2.5cm on top, bottom left and right
- All text is to be left justified only
- Paragraphs are to each have a line spacing of single lines

- Major headings should have a blank line spacing before the body of text
- Please avoid using lines of capitals, unless specified
- Do not right justify
- Do not indent
- Do not number sections.
- Do not use footers or headers
- Do not add page numbers
- Do not use Style
- Do not use borders/shading
- Do not embed URLs or any other data beside graphics
- In short, keep all formatting to the simplest form.

Title

- Commence the article with the title of paper (in upper and lower case letters) in Arial14 pt bold.

Author(s)

- Font should be Times New Roman 10pt
- Place this information with a 2 single line spacing after the title of the article.

Affiliation(s)

- Font should be Times New Roman 11pt
- Place this information with a single line spacing after the author(s) of the article.

Diagrams

- Use diagrams only where necessary
- All graphics files must be sent either as file types TIFF, JPEG, GIF or EPS. No other file type is acceptable Please embed the graphics into the document.
- Any exhibits (tables, figures, illustrations, etc.) should be placed as close as possible to the first reference made to it
- Exhibits should be numbered and identified by a brief description such as 'Figure 1: Web Portal Development Analysis'
- Do not use Microsoft Word drawing tools (use only TIFF or EPS files)
- Do not forget to label all diagrams
- Please do not use footnotes.

Citations

- Citations should be in APA style
- This involves references to Smith (1979) or to a publication (Smith 1979)
- Multiple authors (ie. 3 or more) are referred to as Anderson et al. (1982)
- Multiple publications by the same author within the same year are differentiated as Jones (1983a, 1983b)
- Where the author is unknown, or is an organisation, an appropriate surname or organisation name or acronym is used, e.g. (OECD 1985, BCS 1980).
- For more details on APA style see: <http://www.jcu.edu.au/studying/services/studyskills/reference/>
or
<http://www.lib.monash.edu/tutorials/citing/apa.html>

References

- Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text
- They should be arranged in alphabetical order by surname of first-named author, then date
- Unpublished works or private communications are to be mentioned within the text, but omitted from the reference list
- References to electronic documents should include appropriate Universal Resource Locaters (URLs).

Examples of the reference style to be used are given below:

- Li, R. and Love, P.E.D. (1998). Design Concept as a Model for Modelling the Design Process and its Knowledge. *International Journal of Construction Information Technology* 6(2), p. 87-103.
- Ezingard J-N, Irani, Z., and Race P. (1999). Assessing the Value and Cost Implications of Manufacturing Information and Data systems: An Empirical Study. *European Journal of Information Systems*, 7(4), p.252-260.

Author's Responsibilities & Copyright

Authors are to ensure the accuracy of their papers. The conference organisers accept no responsibility for statements made by authors either in written papers or in presentations. Where relevant, each author must ensure that the content of their paper is cleared for publication, eg by their employer, their client, the funding organisation and/or the copyright owner of any material which is reproduced. Authors retain their copyright in the paper.

Refereed papers (submission due date: 31 March, 2006)

Refereed papers present reports of a significant work or integrative reviews in research, development, applications and classroom practices related to the use of information and communication technologies in education and training, professional learning, systems development or policy issues. . Papers will be refereed upon submission of full papers. All submitted papers will be reviewed for relevance, quality and originality by two reviewers. Comments from referees will then be forwarded to the presenters for preparation of the final papers. The final papers will be published on the conference website and in the CD-ROM of conference proceedings. Some papers will be selected to appear in a conference edition of Australian Educational Computing, the national refereed journal of the Australian Council for Computers in Education.

The initial submission is intended for blind refereeing. Therefore, the paper should adopt the format as below, except that all references to the author(s) and their affiliations need be removed from within the paper itself.

Non-refereed papers

The latest date for submission is the *31 March, 2006*

Early bird submission – those who submit their non-refereed papers on or before the 20 February, 2006 will be notified of acceptance by 25 April, 2006.

Non-refereed papers allow teacher practitioners to reflect and share their experiences with fellow educators but without having to go through the formal refereeing process. The presented paper should be between 1000 to 2000 words. Papers in this category will be published in the non-refereed section of the conference proceedings. Non-refereed papers must adhere to the publishing guidelines previously outlined.

Below is a suggested structure for a non-refereed paper:

An introduction which provides the background about the paper and the context in which it was written
A description and analysis of the experience, e.g., innovation, pedagogical approach, problems and issues encountered.

A discussion and conclusion, which describes what has been learnt from such experiences and what the implications might be for future practice.

Panels/Symposia (submission due date: 31 March, 2006)

A symposium offers an opportunity for 3-5 people to present their views or works on a common theme, issue, or question. Symposiums should cover timely topics related to the use of information and communication technology in education and training. Symposium selection will be based on importance, originality, focus and timeliness of the topic, as well as the expertise of proposed members. Symposiums must allocate at least 30% of the time for interaction and discussion with the audience. A summary of the symposium will be included in the conference proceedings.

Symposium proposals must include:

- + A 200-word abstract
- + A description of the symposium topic, including the importance of the topic (2-3 pages)
- + A brief positional statement and qualifications of each symposium member (2-3 pages).

Please adhere to the above publishing guidelines.

Workshops (submission due date: 31 March, 2006)

Workshops are intended to enhance the skills and broaden the perspectives of their attendees. They should be designed to introduce a rigorous framework for learning a new area or provide advanced technical training in an area. Submissions will be based on the instructors' qualifications and experience in conducting the workshops and their contribution to the overall conference programme. Workshops must be practical in nature with attendees involved in hands-on work with hardware/software provided.

Workshop proposals must include:

- + A clear description of the objectives
- + The intended audience (experience level and pre-requisites)
- + The proposed duration of the workshop
- + A 200-word abstract
- + A two to three page outline of the content of the workshop
- + A summary of the instructor's qualifications and experience
- + A clear statement about whether the workshop is "hands-on" and requires access to the laboratories. There is a Mac and a PC lab available. Please clearly state what you require.
- + A clear statement about the software you will require and if you will be supplying specialist software that will need to be installed on machines.
- + A statement about the expectation you have for Internet use (eg: video streaming, chat rooms etc).

Posters (submission due date: 30th April, 2006)

Poster sessions enable the presenters to demonstrate and discuss their latest results and development in progress in order to gain feedback and to establish contact with similar projects or to showcase outstanding work in schools in the area of ICT. Poster sessions do not involve a formal presentation and will not be included in the proceedings of the conference.

Poster proposals must include:

- ✚ A 2-3 page written description of the planned poster and should emphasise either the problem, what was done, and why the work is important or how the school is using ICT in a distinct and innovative way.

Presenters will use a display or poster to attract people to come and discuss ideas. Each presenter will have a display board with dimensions 1.5 – 2 metres to use. The presenter will be available for questions and discussions at a specified time during the conference.

Best Paper Award