

25th Annual Conference on Distance Teaching & Learning Proceedings Formatting Guidelines, Checklist, and Samples

Note: All papers will be checked over by staff. A conference header and a copyright footer will be added to the document and then saved as a locked PDF file that can only be read or printed. All 2009 attendees receive a flash drive with the Conference Proceedings, plus these papers are added to our Web site Resource Library.

General Formatting

- File is formatted in Windows and Microsoft Word.
- Margins: 1".
- Line spacing: single.
- Font: Times New Roman 11, including titles and headings.
- Left justification, except where headings are appropriately centered.
- Double space between paragraphs; no first line indent.
- All extraneous codes have been removed. However, we do accept hypertext (complete URL addresses) to available resources and references. We will need to insert our own formatting, so if you have formatted your document for a previous printing, please remove codes (e.g., marking for table of contents, headers or footers, page numbering, or paragraph style).
- Headings, tables, and reference list reflect the 5th edition *American Psychological Association (APA) Publication Manual* standards. (See sample page for modified formatting.)
- Reference list is formatted using hanging indent, *APA* standards, and arranged alphabetically by first author's last name. Text citations and reference list correlate exactly.
- The *total* submission (including reference list, biographical information, and addresses) is **no more than five pages in length**.
- The manuscript organizational pattern follows the sample page.
- The file has been checked for viruses.

Graphics

- Graphics are no larger than *6.25 inches in width by 7 inches in height* in portrait orientation. Cannot accept landscape orientation.
- Graphics contain no color (black and dark gray provide the sharpest contrast). Make this adjustment to your manuscript before submission to ensure good contrast.
- Text in graphics can be easily read.
- Graphics are labeled Figure 1, Figure 2, etc. (Note: Our page layout may differ from yours and the graphics may not be placed in the same location.)
- Paper is a narrative of the content (not PowerPoint handouts).

Tables

- Charts have not been used to present data that can be presented in tables.
- Tables are labeled Table 1, Table 2, etc., and referenced in the text by that designation.

Author summaries

- Include a brief (maximum of 100 words) summary for each author (see sample page), contact information has been listed (mailing address, e-mail address, URL, phone number, and fax number).

Submit your paper

- To upload your paper, go to <http://www.uwex.edu/disted/conference/proceedings>. Log in using the user name and password sent to you by email. A link to a log-in reminder form is also available at the URL listed above.
- Proceedings papers are **REQUIRED** by Information Sessions presenters by May 1, 2009. Proceedings papers for all other categories are **OPTIONAL** and must be submitted by May 15, 2009.

(SAMPLE TEXT PAGE)

Title

First author
Job title
Organization

Second author
Job Title
Organization

Level-One Heading

(This heading corresponds to the Roman numeral "I" etc., on a standard outline. It is centered; upper/lower case; regular font; bold)

Level-Three Heading

(This heading corresponds to the upper case Arabic "A" etc., on a standard outline and is justified left, upper/lower case; bold) Level 3 text drops to the next line, but for our purposes, is not indented.

Level-four heading. (This heading corresponds to the Arabic numeral "1" etc., on a standard outline, uses lower case except for the first word and any proper nouns, bold, and, for our purposes, is not indented.) A period follows the heading and text begins on the same line.

It is expected that most proceedings will use one to two levels of headings—three levels at the most. In APA, the headings do not follow the usual numbering system. Levels 2 and 5 are reserved for lengthy papers that require more subdivision of topics.

Note: For additional use of headings, see the APA Manual, 5th ed., pp. 111-115.

(SAMPLE REFERENCE FORMAT)

References

Order of placement of reference information using APA: Author(s), year of publication, title, city of publication, publisher. Journals include the name of the journal and the volume/issue/page numbers; on-line references should also include an exact route to the information. Each element in the reference is followed by a period. For electronic references, see the examples in the APA Manual. To find examples of references, see the APA Manual, 5th ed., pp. 232-239. The numbers refer to the examples presented on pp. 239-281 in the 5th ed., not to page numbers.

Cone, J. D., & Foster, S. L. (1993). *Dissertations and theses from start to finish: Psychology and related fields*. Washington, DC: American Psychological Association.

Note: Use the hanging indent to format references.

SAMPLE AUTHOR SUMMARY

Joe Doe is an associate professor . . . (**not to exceed 100 words**)

Address:

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URL:

Phone:

Fax:

Jane Smith is the Chair, Technology Department . . . (**not to exceed 100 words**)

Address:

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25th Annual Conference on Distance Teaching & Learning

PROCEEDINGS SUMMARY PAPER PERMISSION FORM

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