

NSJLE2016 Proceedings

Paper preparation

As advised in the Call for Papers to be included in the published conference proceedings, you will be notified during April 2017 whether your submission has been accepted for publication. Accepted papers will then be edited, and the editor will normally correspond with you to clarify aspects of your writing. The editor will ensure that papers follow the APA Publication Manual. But we ask you to observe these pointers as best you can while you are drafting your submission.

- **Drafting your paper:**
Please prepare your paper as a Word document. Don't use other word processing formats such as Pages.
- **Language setting:**
Word's default language setting is usually <English (U.S.)>. Please reset to <English (Australia)> and correct mistypes in response to any error messages that appear.
- **Page margins:**
Unless it causes you a problem, please use whatever is the <Normal> margins setting in your version of Word
- **Font etc:**
The default typeface and font size in your version of Word should be preferred – usually something like Times, Times New Roman, Calibri, Cambria, Arial etc; and either 11pt or 12pt (just one font size throughout, apart from the title)
- **Paragraphs:**
Please select 1.5 or double line spacing for ease of editing
Align text Left (not Justified)
Separate paras with one paragraph space
Don't use a first-line indent
Don't add any tab settings (unless they are specifically required in the paragraph concerned, or to set out a table)
- **Headings:**
You may use a maximum 3 levels of heading
Align all headings Left
Insert one extra paragraph space before and after each heading
Main headings should be bold and underlined
Second-level headings in bold
Third-level headings in italics
Don't number headings

- **Expression / 'voice':**

When reporting actions you undertook, first-person 'I/we did' is fine; avoid passive voice for this

- **Quotation marks:**

Double quotation marks should only be used inside passages already bounded by single quotation marks; single quote marks are the default in all situations where you are reproducing text published elsewhere or you consider that words or passages need to be 'marked'.

(Please note, this is Australian convention and differs from the APA Manual)

- **Citation and referencing:**

We request that you use author-date citation style for any source you quote: give the author surname and publication year in brackets in the text, and the full details in the reference list at the end of the article. As the rules about how to format reference list entries are rather complex, and to an extent arbitrary, the copy editor will provide assistance with the finer points. If you wish to inform yourself about APA style, you will find outlines provided online by several university libraries.