



## **Proposals for conference papers and presentations**

### **1. Proposals**

Proposals should be based on the theme “Perspectives on Learning Design” and adhere to the guidelines outlined below:

### **2. General guidelines**

1. All proposals should address the main conference theme: “Perspectives on Learning Design”. When your paper is submitted, you should indicate what sub-theme your presentation addresses, but presentations need not be limited to those listed below:
  - Transforming student learning with Learning Design
  - Learning Design, design for learning and other theoretical approaches
  - Learning Design for innovative pedagogies
  - Using Learning Design for strategic change in education
  - Sharing and reuse - barriers and questions of practice
  - Teacher Educators and Learning Design
  - Learning Design and the library of the future
  - Future directions of Learning Design
  - Technical standards, architecture and tools
  - Open source and open design
  - Lessons learnt from K-12
2. All submissions should be submitted using the template for papers/posters/ panel submissions, via email to:  
[lamsconfadmin@lamsfoundation.org](mailto:lamsconfadmin@lamsfoundation.org)
3. See specifications for papers, presentations and posters below.

### **3. Paper Descriptions**

#### **Formal Papers**

(4-10 pages in length, references can be additional to the 4-10 pages; presentation time 15-20 minutes plus 5-10 minutes for questions).

All full papers will be double blind reviewed. It is not sufficient to provide an abstract only. If a paper is accepted following the review process, authors will be notified and given until 1st November, 2008 to submit the final version for the conference proceedings. Please use the template to submit your paper, and email to: [lamsconfadmin@lamsfoundation.org](mailto:lamsconfadmin@lamsfoundation.org)

#### **Concise Papers**

(4-6 pages in length, references can be additional to the 4-6 pages; presentation time 10 minutes plus 5 minutes for questions).

Concise papers are intended to provide a forum for work in progress, pilot studies, small scale projects, or innovative developments. Please refer to the formatting page for details of page size, margins and fonts.

#### **Presentations (no paper submission required)**

(Presentation time: 15 minutes, plus 10 minutes discussion)

Practitioners are invited to contribute an abstract for a proposed presentation, eg a case study or work in progress, addressing the conference theme, with or without submitting a supporting paper. Abstracts (max. 300 words) will be included in the conference program and proceedings. If a proposal is accepted following the review process, authors will be notified by 15th October, 2008 and given until 1st November, 2008 to submit the final version for the conference proceedings. The guide and template for authors is available below.

#### **Panel**

(Presentation time: 1 hour, 30 mins of which should be devoted to discussion)

A Panel (2-5 people) presents on a common theme, topic, issue or innovation after which a discussion ensues. Ideally, Panels must allocate at least 50% of the time for interaction and discussion with the audience. The Panel leader should provide an abstract (max. 300 words) describing the proposed session which will appear in the conference abstract book.

#### **Roundtables**

(Presentation time: 1 hour, 30 mins of which should be devoted to discussion)

These sessions are designed for maximum interaction in informal, small-group discussions on a single topic. The format is appropriate for papers, projects, or work-in-progress that encourage discussion. Presenter/s will not be making full presentation but they will provide participants with enough information to help them make informed contribution to the discussion.

## **Posters**

Poster sessions enable researchers and practitioners to demonstrate and discuss their latest projects and developments in progress in order to gain feedback and to establish contact with similar projects. Practitioners are invited to contribute an abstract (max. 300 words) for a proposed poster presentation. Poster display panels will cater for A1 size, 841 x 594 mm. Poster abstracts will appear in the Proceedings.

## **Style sheet for authors**

Authors preparing any papers and proposals for the conference should use the template available from the conference website for submitting their proposal/paper.

### **Document specifications**

1. Order of content
  - Title
  - Author names and institutional affiliation
  - Abstract
  - Main body of article
  - References
  - Acknowledgments
  - Author contact details
  - Biographical notes

Do not include headers, footers, or page numbers as these will be inserted by the editors.

### **Format for your document**

Download the template for all papers/presentation from the conference website:

<http://lams2008sydney.lamsfoundation.org/presentations.htm>

Page setup Page size A4

Margins: Top: 3.0 cm Bottom: 3.0 cm

Orientation: Portrait Left: 3.0 cm Right: 3.0 cm

#### **Title:**

Arial 16 bold followed by one 10pt blank line, left aligned, sentence case, single spaced

#### **Author names and institutional affiliation:**

Department or Centre

Institution

Times New Roman 10 point, left aligned, no indent.

For 2<sup>nd</sup> and subsequent authors add to the first line, except in cases of different Departments or Centres, or Institutions, use separate entries, with spacing one blank line.

#### **Abstract and Keywords:**

Abstracts: up to 200 words, Times New Roman 10 point, left aligned, indented 1.0 cm left and right, not italicised. Place one blank line before and after.

#### **Keywords:**

Use same format as for abstract, one blank line before and after.

**Headings:**

No more than 3 levels of headings

- Level 1: Arial 12 point bold, un-numbered, followed by one blank line, left aligned, sentence case.
- Level 2: Arial 10 point bold, un-numbered, followed by one blank line, left aligned, sentence case.
- Level 3: Times New Roman 10 point italic, not followed by a blank line, left justified, sentence case.

**Body text:**

Times New Roman 10 point, left aligned, single spaced. Blank lines before and after headings, paragraphs spaced the same as text lines, 10 point Times New Roman.

**Paragraphing:**

Use two carriage returns to create line breaks to conclude each paragraph, and no indents. Avoid using spacing before and after.

**Emphasis:**

Use *italics* in preference to bold, and use sparingly. Do not use underlining.

**Quotations:**

No italics or quote marks, Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, one blank line before and after. Short quotations (less than 30 words) should be given with quote marks in your running text; longer quotations should be set off from the main body text, and formatted as described above.

**Bulleted and numbered lists**

Times New Roman 10 point, left aligned, single spaced, no indents except a hanging indent 0.5 cm.

**Referencing:**

**Main body text references:** Use APA, author/date in text citation method. Several authors should be separated by semi-colons (eg Carrick, 2001a; Stevens, 1999; Thomas & Yen 2003).

**Reference list:**

Use APA 5th edition style. This style prescribes alphabetical order by first author. Use Times New Roman 10 point, left aligned, hanging indent 0.5cm, no blank lines.

**Examples**

- Brown, T. & Telec, J. (2004). *Computers and the future of learning*. Englewood Cliffs, NJ: Prentice-Hall
- Davidson, P. (2005). The new technologies: Finding collaborative possibilities. *Journal of Educational Multimedia and Hypermedia*, 4(1), 134-168.
- Kearsley, G. (2004). *Explorations in Learning & Instruction: The Theory Into Practice Database*. <http://www.gwu.edu/~tip/> [viewed 14 Jun 2004].

Laurillard, D. (2002). *Rethinking university teaching: A conversational framework for the effective use of learning technologies*. (2nd Ed.) London: Routledge Falmer.

Underwood, J. (1997). Breaking the cycle of ignorance: Information technology and the professional development of teachers. In D. Passey & B. Samways (Eds.), *Information Technology: Supporting change through teacher education*. (pp.155-158). London: Chapman & Hall.

**Tables:**

Centred on page, Times New Roman 10 point and body text within table and its title; 9 point may be used for narrow columns. All tables should have a title with consecutive numbering, eg: **Table 1: Learning design**, bold, using sentence case, centred, and located at the top of the table. For headings within tables use sentence case, with bolding and centring optional. In columns of numbers, use centring or decimal point alignment. Any explanatory text should be placed at the bottom of the table, no wider than the table.

**Figures and diagrams:**

Centred. Titles should be short and numbered, eg: **Figure 1: LAMS sequence**, bolded, using sentence case, centred, and located below the figure. Fonts used for diagrams created in *Excel* must be reproducible in MS Word. Avoid using the common *Excel* default fonts. Text orientation should be horizontal. Note: Figures may be resized during editing.

**Acknowledgments**

Format as for body text.

**Biographical notes:**

Please keep these short.