



SUBMISSION GUIDELINES FOR CDIME 11

Deadline for submission of Abstracts, Refereed papers, and Workshops: **July 15, 2011**.

Please email submissions as attachments in Word format to unesco.care@nie.edu.sg

Information for submissions

Abstracts

Abstracts (between 200-400 words) will be considered by the conference committee for three formats: 1) Individual Paper Presentation, 2) Panel Presentation and 3) Posters.

Individual paper presentations will be allocated a twenty minute time slot with an additional ten minutes for discussion.

Panels/roundtables should be submitted as one proposal. It is the responsibility of the panel or roundtable chair to oversee the participation of all panel/roundtable members. Panel/roundtable presentations will be allocated a one and a half hour slot to present.

Posters will be on display for the duration of the conference. There will be a schedule for contributors to stand by their posters so that participants can come and discuss the research. The poster boards will measure 85 cm x 120 cm (portrait orientation).

Please add a covering page showing the following information: Format, Title Presenter name/s, Institutional affiliation/s, Presenter contact details, Equipment needs. Please refer to the style guidelines below.

Full papers

After acceptance of your abstract from the conference committee, you may submit full papers (maximum 3,000 words) for inclusion in the conference proceedings. Please add a covering page showing the following information: Title, Presenter name/s, Institutional affiliation/s. Presenter contact details, Equipment needs. Please refer to the style guidelines below.

Workshops

Applications for workshop presentations will be considered by the conference committee. Applications, detailing the content and focus of each workshop, should be a maximum of 500 words in length. Workshops will be allocated one and a half hours in the conference programme. Please add a covering page showing the following information: Title, Presenter name/s, Institutional affiliation/s, Presenter contact details, Equipment needs. Please refer to the style guidelines below.

Style guidelines for all written submissions

Use Times New Roman, font size 12 point. Justify all documents on both left and right hand sides. Use space and a half spacing. Put the title in bold, centred at the top of the first page of the submission. Use one level of sub-headings placed on the left side of the document and shown in bold. Do not indent new paragraphs. Use (author, date, page number/s) for citing in the text. Provide a Reference list formatted in APA style. Provide a biographical note titled "About the author" (max 75 words) after the Reference list.

Equipment

The conference venue provides access to standard audio-visual equipment and data projectors for presentations.