

This template should be used to write your article.

There are 3 options.

1. BEST OPTION: Type straight into the template.

2. Copy styles to another document

Use word help and request 'copy styles to another document or template'.

3. Cut and paste into the article.

**Copy the text you wish to insert (without the final carriage return - hold shift and click after the final full stop).
Move to the template and go to Paste - Paste Special - Unformatted Text.**

TITLE

Abstract

AbstractText: Times New Roman, 10, Italics. Indented 2.5cm left and right. 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 italicized 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.

Author's names and institution

After the abstract place author's name/names in 10 point Times New Roman, left justified, institution and then email address. This will be removed prior to refereeing.

E.g.

Neil Anderson, James Cook University, Australia. Neil.Anderson@jcu.edu.au

Headings

This is Heading 1 - (Arial, 12, Bold. Space before=18pt, after=12pt)

This is Text – (Times New Roman, 11)

This is Heading 2 – (Arial, 12. Space before=12pt, after=6pt)

This is Text – Font = (Times New Roman, 11)

This is Heading 3- (Arial, 10, Bold. Space before=12pt, after=6pt)

This is Text – (Times New Roman, 11)

Larger Quotes

Times New Roman, 10, Italics. Indented 1.5cm left and right

Bullets

- Use this form of bullet

Tables and Figures

Table Heading (eg Table 1) (place above Tables) – (Arial, 12. Space before=12pt)
Tableheading2-Title (Use Title Case) – (Arial, 12, Italic. Space after=6pt)

Insert Table below table headings – select inserted table and format to ACEC2010-TableText Style – (Times New Roman, 10)

Figure: Insert centered above figure title

Figure Title (Place Centered below figures-sentence case)
NOTE Figure # is italics, Descriptor is not
(eg. Figure 1. Picture of a man holding a card)

Length

Papers should not exceed 15 pages including abstract, body and references

Consistency

Be consistent in the use of punctuation, figures, capital letters and abbreviations, and symbols.

Footnotes

Footnotes to the text should not be used

Style

APA style is preferred but other styles will be accepted if using APA causes authors a problem – as long as footnotes are not included.

References

Butler, P. (2000). Innovations in educational technology – creating the right conditions. Paper presented at ACEC2000. *Australian Council for Educational Computing Conference Proceedings*, Adelaide.