

Reading through this model paper will give you the style guidelines that you need to apply to your paper.

The Title of the Paper Goes Here, in Title Case

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Abstract: This model paper contains information about the formatting requirements for journal papers published by ACPIL. Read this document carefully. Format your paper in Calibri 10pt throughout, using bold only in headings and italics as appropriate. Do not use any formatted styles other than bullets or numbers where required for lists. We will apply all other styles when the paper is typeset. The paper should not exceed 8000 words, including the abstract, figures and references, and references should be in the specified Harvard style (see below for further details). The abstract should be no less than 300 words and should not exceed 500 words. The abstract should include answers to the following questions:

- what is the purpose of the research, and what research gaps are being resolved by it?
- what methods are used to achieve the objectives of the research?
- what are the most important results of the research?
- how is this research supporting e-learning practice, and how is it advancing the compass of e-learning knowledge?

Keywords: Include up to 6 keywords or key phrases. Choose these carefully as they will ultimately be used by search engines to access your paper.

1. Heading (Style Heading 1):

Generally Introduction or Background The body of text follows in single spacing

2. Page size

The journal papers are produced to A4 size. The page margins are 2.54cm all round. Margins should be Fully Justified for main text, but Left Aligned for titles and headings and Centred for figures and tables.

3. Typeset text

Use normal capitalisation within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals only, except for use of Acronyms. Please do not use footnotes. Endnotes are not permitted and papers containing them will be returned. Font should be Calibri 10pt.

3.1 Title and authors (Style Heading 2)

In the paper title only, the first letter of all words of 4 or more letters should be capitalised. Titles should not exceed 12 words in length.

Multiple authors from the same institution should appear as detailed at the start of this document. Multiple authors from different institutions should appear as:

Andrew Nonymous¹, Second Author² and Third Author¹

¹The department, faculty and name of institute, Town, Country

²The department, faculty and name of institute, Town, Country

Give first and last name, in that order. Do not use all capitals. Email addresses should be given beneath, one per line and in the same order as the authors are listed. Please provide full first name and not just initials.

All author details will be removed by us before the review process.

3.1.1 Sub-sections (Style Heading 3)

You may use up to three levels of heading, as illustrated in this document.

Do not use any further levels of heading.

4. Figures and tables

You are invited to use figures and tables in your paper wherever they will help to illustrate your text. The journal is published in electronic format and therefore supports colour figures. However, be aware that readers may also download and print papers.

4.1 Figures

Figures should be numbered consecutively throughout the paper and not numbered according to the section in which they appear. Figure captions should appear below the figure. Use the word Figure in full, rather than Fig or F.

Due to the conversion process, some images can cause larger than necessary pdf files. It is preferable to paste images into your document as .gif or .jpg format. Please ensure figures fit between the margins and are referenced in the text before the figure appears.

Linked diagrams, inserted from other packages, cause particular problems when typesetting. PLEASE DO NOT DO THIS. Instead create an image in a format as listed above and insert. The figure below gives information about the placing of figures.

Pictures should be placed where you would like them to appear in the text. It may sometimes be necessary to move them to accommodate pagebreaks etc, but every effort will be made to keep them where you have placed them.

All figures should be centred on the page. Figures should be referenced in the text preceding the figure and captioned immediately below the figure.

Figure 1: This is how a figure should appear

Whilst every care is taken to ensure that figures are reproduced to a high standard, this does ultimately depend on their being supplied in the correct format.

4.2 Tables

Create tables using the table option of your word processing package. *Do not use tabs and spaces to create tables*. See the example below.

Table 1: A sample table

Sample table for illustration purposes		
	Heading text	Heading text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text
Subject text	Detail text	Detail text

Tables should be set as “Autofit to contents” and centred on the page. If your table runs over two pages, please select “repeat header row” from the Table Layout options. The maximum width of a table is 15.8cm. If you have a table wider than this then you can create it in landscape, but it must be converted to an image and be rotated onto the page.

5. Language, style and content

With regards to spelling and dialect, we prefer you to use British English, but Canadian, US etc are acceptable provided they are used consistently. Hyphenation is preferred. To ensure suitability for an international audience, please pay attention to the following:

- Write in a straightforward style
- Try to avoid long or complex sentence structures
- Write in third person passive voice, i.e. “this was done” rather than “I did this”
- Briefly explain all technical terms that may be unfamiliar to some readers
- Explain all acronyms at first use, e.g. Academic Conferences International (ACI); thereafter you can use the acronym alone
- Explain all local references (e.g. not everyone is familiar with city names in a country)
- Remember to spell-check your paper before submission and have it proof-read if required

The one exception to the use of normal style is the use of Bullets style to format bulleted lists (as above). Please use the small square bullet as shown. Only use a numbered list if you are referring to a specific number of items.

Please note that if English is not your native language we request that you have your paper proof-read by a fluent (preferably native) speaker, as a poor standard of English may lead to your paper’s being returned. We offer this service, and if you would like to obtain a quote please email Elaine.hayne@academic-conferences.org

5.1 Page numbers, headers and footers, endnotes

Please do not insert headers, footers, endnotes or page numbers. Do not refer to page numbers in your text as these will be different when your paper is published. You can refer to section headings.

5.2 Acknowledgements

If you wish to make acknowledgements in your paper, these should appear immediately before the references at the end of the paper, but do not include these until you submit your final paper.

6. In conclusion

By adhering to these guidelines, you help the journal administrators and we thank you for your co-operation.

References and citations

These should be in the Harvard style.

Citations in the text should be as follows:

Nugus (2003) states that financial planning is an important aspect of any organisation.

“financial planning is an important and essential activity in any organisation” (Nugus, 2003).

List up to three authors in the citations. If there are more than three then reference the lead author followed by et al. Only use square brackets [] when referring to the date internet addresses were last accessed and do not fully capitalise names.

References should then be listed at the end of the paper in alphabetical order as per the following examples. All authors should be given. Do not number references and do not use bullet points.

Brooks, I. and Weatherston, J., 1997. *The business environment: challenges and changes*. London: Prentice Hall.

Brown, S.L. and Eisenhardt, K.M., 1998. *Competing on the edge: strategy as structured chaos*. Boston: Harvard Business School Press.

Clutterbuck, D. and Cramer, S., 1990. *Makers of management: men and women who changed the business world*. London: MacMillan.

Conner, D.R. 1998. *Leading at the edge-of-chaos: how to create the nimble organization*. New York: John Wiley.

- Doherty, N. and Delener, N., 2001. Chaos theory: marketing and management implications. *Journal of Marketing Theory and Practice*, 9(4), pp 66–75.
- Dolan, S.L., Garcia, S. and Auerbach, A. 2003. Understanding and managing chaos in organisations. *International Journal of Management*, 20 (1), pp 23–35.
- Evans, D., 1998. The arbitrary ape. *New Scientist*, 159 (2148), pp 32–35.
- Farrell, W., 1998. *How hits happen: forecasting predictability in a chaotic marketplace*. New York: Harper Business.
- Fitzgerald, L.A. and van Eijnatten, F.M., 1998. Letting go for control: the art of managing the chaordic enterprise. *The International Journal of Business Transformation*, 1(4), pp 261-270.
- Goldberg, J. and Markoczy, L., 1998. Complex rhetoric and simple games. [online] Cranfield University. Available at <www.Cranfield.ac.za/public/cc/cc047/papers/complex/html /complex.htm> [Accessed 16 November 2018].
- McElwee, M., 1998. "Chaos theory and complexity as fountainheads for design of an organization theory building workshop. In: International Sociological Association , *XIVth world congress of the International Sociological Association: social knowledge: heritage, challenges, perspectives*. Montreal, Canada, July 1998. Madrid: International Sociological Association.
- Nugus, S., 2009. *Financial Planning using Excel*. Oxford: Elsevier.

A full and clear guide can be found at <http://libweb.anglia.ac.uk/referencing/harvard.htm>. Papers not using this version of the Harvard convention will not be published.