

# Guidelines for Full Papers to be published in the Proceedings of Table Mountain Delta 2023

## Logistics

- Papers should be submitted in MS Word format (.doc or .docx)
- The Table Mountain Delta 2023 Program Committee reserves the right to undertake editorial changes in regard to formatting, length of paper and consistency.
- We ask that you DO NOT use *EndNote* for referencing as we may not be able to format your paper for the proceedings if *EndNote* is used.
- All full papers submitted must adhere to this format. Please use the template provided.

## Page Setup

### Page Size

Your page size should be set to A4 and the margins set at the following:

Top: 2.54cm      Bottom: 2.54cm  
Inner: 2.54cm      Outer: 2.54cm

Please use page breaks rather than a series of enter keys when leaving space at the bottom of a page.

### Page Numbers

Please do not include page numbers in your submission.

### Headers and Footers

Headers and Footers should both be set to 1.27cm from edge. Do not put anything in the headers or footers, it will be added by editors.

### Spacing

All text styles (Headings, Normal and Bullet text, etc.) should be set at single line spacing with zero spacing before and after. There should be a single line break between paragraphs.

### Bullets

Bulleted lists should be left justified.

### Accepted File Formats

The accepted file format for preparation of the proceedings is Microsoft Word generated using Microsoft Office (.doc or .docx). Please ensure that you do not fast save your document (disable editing) before submitting to allow reviewers to comment.

## Title Details

### Title of Paper

The title for your paper should be in Arial, 20pt and bold, left justified and in capital letters. Place one blank line (12pt not bold) after the title. There should be no separate title page.

### Author Information

After the title, give the name of each author followed with a superscript letter which corresponds to their further information.

Each author's name should be in Arial 10pt left justified.

Presenting author's name and email should be included in Arial 10pt left justified.

Below this, further information about the author includes Department or Centre, Institution, State Postcode Country.

Example of this layout can be seen as follows:

Author 1<sup>a</sup>, Author 2<sup>b</sup> [*First Name, Last Name, presenting Author's name bold and in italics*]

Presenting Author: *Presenting Author's name* (presenting author's email)

<sup>a</sup>Department or Centre, Institution, City, State, Country

<sup>b</sup>Department or Centre, Institution, City, State, Country

## **Keywords**

The word "KEYWORDS" should be Arial 12pt bold and capital followed by a colon. The keywords for the paper should follow in Arial 11pt. List 3-5 keywords.

An example with 4 keywords is shown below:

**KEYWORDS:** collaborative learning, generic attributes, quantitative analysis, online learning

## **Abstract**

Start the abstract with the heading "ABSTRACT" using the same formatting for a first level heading. The text should be in Arial 10pt.

## **Main Text Details**

### **Headings**

Please use no more than 3 levels of heading and ensure they are applied consistently. The first level heading should be left justified, Arial 12pt bold and capital. The second level heading should be left justified, Arial 11pt bold and capital. The third level heading should be left justified, Arial 11pt italic.

### **Body**

The main text should be Arial 11pt, fully justified. Each paragraph should be followed by one blank line.

### **Bulleted Lists**

No indent and hanging paragraph set to 0.5 cm.

### **Diagrams, Tables and Figures**

All diagrams, tables and figures included in the paper should be clearly labelled and centred between the margins. Please leave one blank line (11pt not bold) before the diagram, table or figure. Insert the label below figures in Arial 11pt bold and left aligned. Insert the label above tables in Arial 11pt bold and left aligned. Leave one blank line (11pt not bold) after the label. If the figure has no label, insert one blank line (12pt not bold) after the figure.

All diagrams and figures created in programs other than Microsoft Word should be gif, tiff or jpeg images.

### **In-Text Citations**

Please use the author-date system i.e. APA Style or Australian Government Publishing Service style and avoid the use of footnotes. Insert the sequence (Surname, year) into the main text for a citation to a literature reference.

**All in-text citations must be written in full, regardless of the number of authors, the first time it is cited within the paper.** et al. can be used for the following citations of three or more authors. The year is written in long form (i.e. 2023) and use running lower case letters if you refer to more than one article of an author of the same year (e.g. Phiri 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (e.g. Adams & Botha 2022; Phiri 2023a; Zulu, 2021). Where a quote from the source document is included in the text, please refer to the page number, as in Phiri (2023a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin.

### **Examples**

... this special form (Adams & Botha 2022) is very ...  
... as described by Adams and Botha (2022) ...  
... and this argument (Ndaba et al., 2000) is used ...  
... across time and space (Adams & Botha 2022; Phiri 2023a).

### **Quotation marks**

Please use the APA or Australian Government Publishing Service referencing style, i.e. single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

### **Software**

All reference to software should be given in italics. For example, *WebCT*.

### **Abbreviations**

Please avoid abbreviations such as labs, exams, maths, i.e., etc.

### **Acknowledgements**

This is an optional section. Acknowledgements or appreciation to individuals for assistance with the manuscript or with the material reported should be included and appear at the end of the article before the References. Start the acknowledgements with the heading "ACKNOWLEDGEMENTS" using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment.

### **Literature References**

Start the literature references with the heading "References" using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment. The second and subsequent lines for each reference should be indented by 0.5 cm. All references should be in APA Version 7 (see <https://apastyle.apa.org/style-grammar-guidelines/references/examples>). This means alphabetical order of the first author. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings. The following provides examples of referencing for different sources:

#### **Books**

Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000168-000>

Sapolsky, R. M. (2017). *Behave: The biology of humans at our best and worst*. Penguin Books.

Svendsen, S., & Løber, L. (2020). *The big picture/Academic writing: The one-hour guide* (3rd digital ed.). Hans Reitzel Forlag. <https://thebigpicture-academicwriting.digi.hansreitzel.dk/>

#### **Chapters in Books**

Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). Routledge.

#### **Articles published in conference proceedings**

Bedenel, A.-L., Jourdan, L., & Biernacki, C. (2019). Probability estimation by an adapted genetic algorithm in web insurance. In R. Battiti, M. Brunato, I. Kotsireas, & P. Pardalos (Eds.), *Lecture notes in computer science: Vol. 11353. Learning and intelligent optimization* (pp. 225–240). Springer. [https://doi.org/10.1007/978-3-030-05348-2\\_21](https://doi.org/10.1007/978-3-030-05348-2_21)

#### **Journal Articles**

Always write the journal name in full.

Ampersand (&): Use the word "and" between the authors' names within the text and use the ampersand "&" in the parentheses. Use ampersand in reference list.

Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture, 8*(3), 207–217. <https://doi.org/10.1037/ppm0000185>

Jerrentrup, A., Mueller, T., Glowalla, U., Herder, M., Henrichs, N., Neubauer, A., & Schaefer, J. R. (2018). Teaching medicine with the help of "Dr. House." *PLoS ONE, 13*(3), Article e0193972. <https://doi.org/10.1371/journal.pone.0193972>

**Websites** (see <https://apastyle.apa.org/style-grammar-guidelines/references/examples/webpage-website-references>)

#### **Website with an author**

Schaeffer, K. (2021, October 1). What we know about online learning and the homework gap amid the pandemic. Pew Research Center. <https://www.pewresearch.org/fact-tank/2021/10/01/what-we-know-about-online-learning-and-the-homework-gap-amid-the-pandemic/>

#### **Webpage with a group author**

World Health Organization. (2018, May 24). The top 10 causes of death. <https://www.who.int/news-room/fact-sheets/detail/the-top-10-causes-of-death>

#### **Website that changes over time**

U.S. Census Bureau. (n.d.). U.S. and world population clock. U.S. Department of Commerce. Retrieved January 9, 2020, from <https://www.census.gov/popclock/>