

CiCea / Jean Monnet Network 2016 Conference
“Education, Citizenship and Social Justice: Innovation Practices and Research”

PROCEEDING submissions: Writing & Formatting Instructions

The 2016 conference was a success because all of you contributed with your work! All presenters have the opportunity to submit their presentation (paper, poster, workshop, and symposium – virtual or otherwise) for inclusion in the two conference proceedings formats (General Conference Proceedings, and the Select Conference Proceedings). Please prepare your submission using following guidelines in preparing your contribution. **If the instructions are not followed in full your paper may not be published. All submissions meeting the following guidelines will be reviewed.**

NEW SUBMISSION DEADLINE: Sunday, September 26th, 2016

Please read these instructions carefully and check that you have followed them all BEFORE your contribution is submitted to both ciceassociation@gmail.com and the conference local organizing chair, liliana.jacott@uam.es.

- The maximum word length is 6,000 words for a paper presentation and 3,000 words for a poster presentation. This length *includes* the references.
- Make sure that you include an abstract, justified and italicized. To be placed underneath the author details (name affiliation and email). Please also include any relevant key words on a separate line.
- Your paper should be submitted as a **Microsoft Word document**. The file should be saved as “AUTHORSLASTNAME_SUBMISSIONTITLE” which is the title of the Paper, poster, etc.
- The publication language is English. Set the language of your word processor to **English (United Kingdom)**. Set the spell and grammar checker to ON. This will tell you when you make spelling and grammatical errors, saving us time. Whether English is your mother tongue or not, it is a good idea to please ask a colleague to proof read your work before you submit it. This is especially true if you are not a native speaker of the English.
- When you submit your paper it would be helpful if you select the return receipt function on your email. This way you will know that your paper has been received without having to contact the CiCe/Jean Monnet Conference office and Liliana Jacott.
- Margins: Top – 5cm; Bottom – 5cm; Left - 4.2 cm; Right – 4.2cm; Gutter – 0cm; Gutter position – Left.
- Layout: Header – 4cm; Footer – 2.5cm. ‘Different odd and even’ should be selected, as should ‘different first page’.
- Typeface – The paper title should be in Times New Roman size 14 Bold, primary subtitles 12 Bold, secondary subtitles size 11 Bold and Italicized, and tertiary subtitles size 10 Italicized. Main body text should be size 10. Type in single spacing only.
- Do **NOT** use TAB to change lines.
- Do **NOT** use ‘footers’ and ‘headers’, also do not number the separate sections of the paper.
- All numbers under 12, except children’s ages, should be in words, not numerals
- All tables, figures, graphs and pictures must be editable. Do not insert text boxes that cannot be edited.
- All quotations over 40 words or three lines should be separate, indented paragraph, with NO quotation marks. Only use quote marks for quotations within your text.
- Citations/References: We include references at the end of the article, **NOT** as footnotes.

- Every publication referred to in the text must appear in the references. All citations and references must follow the APA 6th edition Style format (various online guides are available, such as: <http://www.apastyle.org/> and http://lib.trinity.edu/research/citing/APA_Style_Citations2009.pdf .

Sample In-Text Citations and References:

In-text:

One work by one author: In one developmental study (Smith, 1990), children learned...

Works by multiple authors:

First citation: Masserton, Slonowski, and Slowinski (1989) state that...

Subsequent citations: Masserton et al. (1989) state that...

Two or more works in the same parenthetical citation: (i.e., alphabetically, and then chronologically).

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

References

Book: Strunk, W., Jr., & White, E. B. (1979). *The guide to everything and then some more stuff*. New York, NY: Macmillan.

Gregory, G., & Parry, T. (2006). *Designing brain-compatible learning* (3rd ed.). Thousand Oaks, CA: Corwin.

Chapter of a Book: Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York, NY: Greenwood.

Journal Article: Becker, L. J., & Seligman, C. (1981). Welcome to the energy crisis. *Journal of Social Issues*, 37(2), 1-7.

Hamfi, A. G. (1981). The funny nature of dogs. *E-journal of Applied Psychology*, 2(2), 38-48. Retrieved from <http://ojs.lib.swin.edu.au/index.php/fdo>

Online Newspaper Articles: Becker, E. (2001, August 27). Prairie farmers reap conservation's rewards. *The New York Times*. Retrieved from <http://www.nytimes.com>

Encyclopedia Articles: Brislin, R. W. (1984). Cross-cultural psychology. In R. J. Corsini (Ed.), *Encyclopedia of psychology* (Vol. 1, pp. 319-327). New York, NY: Wiley.

Website with no author or date of publication:

Census data revisited. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of Population website, <http://harvard.edu/data/index.php>

Data Sets: Simmons Market Research Bureau. (2000). *Simmons national consumer survey* [Data file]. New York, NY: Author.

Blog post: Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle. [Web log post]. Retrieved from <http://www.blogspot.com/lincolnworld/2009/1/23.php>