
2014 Southwest Teaching & Learning Conference

PROCEEDINGS GUIDELINES

RESEARCH PAPERS, WORKSHOPS, PANEL DISCUSSIONS, AND PRESENTATIONS

• All research papers for the Proceedings should not exceed 8 pages in length, single-spaced.
• Workshops, presentations, and panel discussion abstracts should not exceed 2 pages in length, single spaced (FIRST PAGE + ABSTRACT page). Abstracts for workshops, presentation, and panel discussions should not exceed 400 words.

FIRST PAGE

• The title of all papers should be centered, not to exceed three lines, and typed in caps on the first page. It should be 16 point font, Times New Roman.
• The author(s) and affiliation(s) should be centered, single-spaced, and typed beginning on the second line below the title. Use 12-point type. Do not use titles such as Dr. or Professor, DBA, Ph.D. Additional authors and affiliations should be written under the first author.

ABSTRACT

• The abstract heading should appear two line spaces below the author(s), centered, capitalized, and italicized in 12-point font.
• The abstract text should appear one-line space below the abstract heading, indenting 0.5 from the left and right margins. It should be italicized in a 12-point font, Times New Roman,
• Research paper abstracts should not exceed 200 words.
• Abstracts for workshops, presentation, and panel discussions should not exceed 400 words.

PAPER TYPING

• All papers must be typed in Microsoft Word using Times New Roman and a 12-point font.
• All papers must be typed, single-spaced, on regular 8.5” x 11” paper, and fully justified.
• Margins should be set to 1-inch top, bottom, left, and right.
• Page number should be centered in the bottom of each page.
• Include a brief title as a header justified with the right margin.
• Use italics in place of underlines.
• Indent all paragraphs ½ inch and do not skip lines between paragraphs.
• All major headings should be bold, centered, capitalized, set to 12-point font, and with one space around headings.
• All sub-headings should be bold, left justified with an initial capital for each word (Title case), set to 12-point font. Leave one line space above and below each sub-heading.
• The heading of acknowledgment should be centered and bold and placed before references.
• Check grammar and spelling of the manuscript.

FORMAT -- REFERENCES, TABLES, ETC.

• References should be placed at the end of the manuscript and should include only those actually cited in the text.
• Please follow APA format for references.

SUBMISSION

Submission of abstracts, work-in-progress, and papers is electronically via e-mail to:
tracy.hurley@tamusa.tamus.edu