

## Guidelines for authors

Similar to previous Threshold Concepts Conferences, we intend to put together a publication of the conference proceedings and invite you to prepare a paper for consideration in same. To facilitate this process, please submit a draft version of the paper to [info@nairtl.ie](mailto:info@nairtl.ie) by **June 20<sup>th</sup>** with a view to a final version of the paper to be submitted by **July 20<sup>th</sup> 2012**. Please see attached style sheet for the publication and the below guidelines for authors. We anticipate that the proceedings will contain an introductory text with background information on the origins and the development of the 'Threshold Concepts' idea; thus there will be no need to reiterate this in your own papers. The submitted papers will be peer reviewed in late July prior to their inclusion in the Proceedings. Please note that submission of a paper does not guarantee publication.

## **Papers should be**

- **20 min presentations:** 5-6 pages or approximately 2,500 words maximum in length, **Workshop presentations** (where appropriate): 5-6 pages or approximately 2,500 words maximum in length, **Pecha Kucha presentations:** 4-5 pages or approximately 1,500 words maximum in length. All to include references and/or illustrations, single-spaced, formatted to NAIRTL specifications (see below style sheet);
- Written in English, with clearly understandable text and figures;
- Technically sound, with sufficient data to explain results and support conclusions;
- Received by **20<sup>th</sup> of July 2012**;
- Should be original, unpublished data.

## Guidelines for poster creators

All posters displayed at the NAIRTL conference will be considered for inclusion in the conference proceedings CD ROM\*. To ensure your poster has the best chance of being published please ensure that it does not contain any copyright or IP sensitive information.

## **Posters should be**

- **Created using Powerpoint** (where possible) as this will ensure that your poster can be easily configured for the conference proceedings CD ROM. Both landscape and portrait layouts are acceptable and the dimensions are 84.1 cm x 59.4 cm (A1).
- **Legible** if reduced to A4 size. The proceedings CD ROM will include both the poster and its abstract; you might consider placing detailed text items such as references in your abstract only.
- **Received in advance** of the conference\*. Email a **.ppt** version of your poster to [info@nairtl.ie](mailto:info@nairtl.ie) by June 27<sup>th</sup>.

*\*If you do not want your poster to be considered for publication then please specify this when submitting your .ppt file.*

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## **Proceedings Stylesheet (Papers)**

Manuscripts need to be submitted in one of the following formats:

- .doc (MSWord)
- .docx (MSWord 2007)
- .rtf (rich text)

Use Times Roman or equivalent font for all text. Use boldface or italic for emphasis only. Single space all text in one column, allowing extra space between paragraphs.

### **Title**

Centre the paper title at the top of the page in large bold type. Only the first word, proper nouns, and acronyms are capitalized. **Keep titles brief and descriptive.** Avoid starting with articles or prepositions, e.g., "The study of ...," "On the ...." Spell out acronyms unless they are widely known.

### **Authors and affiliations**

Please provide information for all contributors. Avoid acronyms that are not internationally known.

### **Keyword list**

To ensure that your paper is indexed appropriately, please insert a list of up to 6 keywords of your choice between the heading and the body of the text.

### **Acronyms**

For the first occurrence (other than for commonly used), spell out each word followed by the acronym in parentheses, e.g., scholarship of teaching and learning (SOTL).

### **Figures and tables**

Figures and tables should be clear and legible but sized to make economical use of space, and must fit entirely within the manuscript image area. Similar or related figures should be of uniform size with uniform lettering. Figures may be positioned within the text or at the end of the manuscript.

### **References**

Use the Harvard system for referencing. Using this system, sources are cited within the text by giving the author's surname(s), year of publication, and (when appropriate) page numbers.

In the bibliography references are listed alphabetically by author's surname:

Barratt, A., 1987. Between two worlds: a critical introduction to 'The Master and Margarita'. Oxford: Clarendon.

For further guidelines on using the Harvard system please see relevant sections of this [good practice guide](#).