SUBMISSION GUIDELINES FOR CDIME 11

Deadline for submission of Abstracts, Refereed papers, and Workshops: **July 15, 2011**.

Please email submissions as attachments in Word format to unesco.care@nie.edu.sg

Information for submissions

**Abstracts**
Abstracts (between 200-400 words) will be considered by the conference committee for three formats: 1) Individual Paper Presentation, 2) Panel Presentation and 3) Posters.

Individual paper presentations will be allocated a twenty minute time slot with an additional ten minutes for discussion.

Panels/roundtables should be submitted as one proposal. It is the responsibility of the panel or roundtable chair to oversee the participation of all panel/roundtable members. Panel/roundtable presentations will be allocated a one and a half hour slot to present.

Posters will be on display for the duration of the conference. There will be a schedule for contributors to stand by their posters so that participants can come and discuss the research. The poster boards will measure 85 cm x 120 cm (portrait orientation).

Please add a covering page showing the following information: Format, Title, Presenter name/s, Institutional affiliation/s, Presenter contact details, Equipment needs. Please refer to the style guidelines below.

**Full papers**
After acceptance of your abstract from the conference committee, you may submit full papers (maximum 3,000 words) for inclusion in the conference proceedings. Please add a covering page showing the following information: Title, Presenter name/s, Institutional affiliation/s, Presenter contact details, Equipment needs. Please refer to the style guidelines below.

**Workshops**
Applications for workshop presentations will be considered by the conference committee. Applications, detailing the content and focus of each workshop, should be a maximum of 500 words in length. Workshops will be allocated one and a half hours in the conference programme. Please add a covering page showing the following information: Title, Presenter name/s, Institutional affiliation/s, Presenter contact details, Equipment needs. Please refer to the style guidelines below.

**Style guidelines for all written submissions**
Use Times New Roman, font size 12 point. Justify all documents on both left and right hand sides. Use space and a half spacing. Put the title in bold, centred at the top of the first page of the submission. Use one level of sub-headings placed on the left side of the document and shown in bold. Do not indent new paragraphs. Use (author, date, page number/s) for citing in the text. Provide a Reference list formatted in APA style. Provide a biographical note titled “About the author” (max 75 words) after the Reference list.

**Equipment**
The conference venue provides access to standard audio-visual equipment and data projectors for presentations.