

TITLE

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Institution

E-mail: your e-mail address

Abstract:

These instructions explain how to prepare your paper for DisCo 2014 so that its appearance is clear. They include guidance on layout, illustrations, text style and references. They are presented exactly as your paper should appear. The abstract should contain brief information about the topic – up to 300 words characters. Abstract should contain:

General description on research questions, objectives and theoretical framework

Methods/methodology

Expected Outcomes/results

Please do not cite references in the abstract. Please mail your abstract in both in ***rtf and *pdf** format at **info@disconference.eu** until **31.3. 2014**.

Keywords:

Choose max 5 keywords, separate them by commas.

1. INTRODUCTION

Final papers for DisCo 2014 need to be prepared by using this template. Paragraphs 'Introduction', 'Conclusions', 'References' are mandatory; the paragraph 'Biography' is optional. Required fonts and formats are covered in the template. Do not make any free lines between sections or change the font sizes or line spacing to squeeze more text into the limited number of pages.

2. PAPER SUBMISSION INFORMATION

Please mail your paper in both in *rtf and *pdf format at 2014@disconference.eu until 12.5. 2014.

2.1. Camera-ready Paper

The final manuscripts should not exceed **20 pages** (36 000 characters including spaces) and have to respect the conference template. Final contributions are requested both in *.rtf and *.pdf format. Time for presentation will be **15 minutes**.

Please, do not number pages and give special attention to the naming of your *.rtf and *.pdf file. The paper should be saved simply using the first author's family name (no code is needed).

Example:

Smith.pdf; Smith.rtf

If more than one paper is authored by the same first author, than the first author's

family name should be followed by a number:

Example:

Smith1.pdf; Smith1.rtf

Smith2.pdf; Smith2.rtf

3. FORMAT REQUIREMENTS

3.1. Text

Please use Arial as font type. Use 12-point type for the title, 10-point type for the name(s) of the author(s) and 10-point type for addresses. Abstract and keywords: 10 point type. For the main text, please use 12-point type and the defined line spacing. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.

Your manuscript must fit within the required margins. Set your margins for the pages at 25 mm for the top margin and 25 mm for bottom, 25 mm for left, and 25 mm for right. The text should be justified.

Lists within the text should correspond to the format indicated below:

<point 1>,

<point 2>,

<point 3>,

<last point>.

3.2. Figures and Tables

Please, integrate your figures into your text file. Check that in line drawings, lines are not interrupted and have constant width. Grids and details within the figures must be clearly readable and may not be written one on top of the other.

Figures should be numbered and have a caption positioned (centered) under the figures.

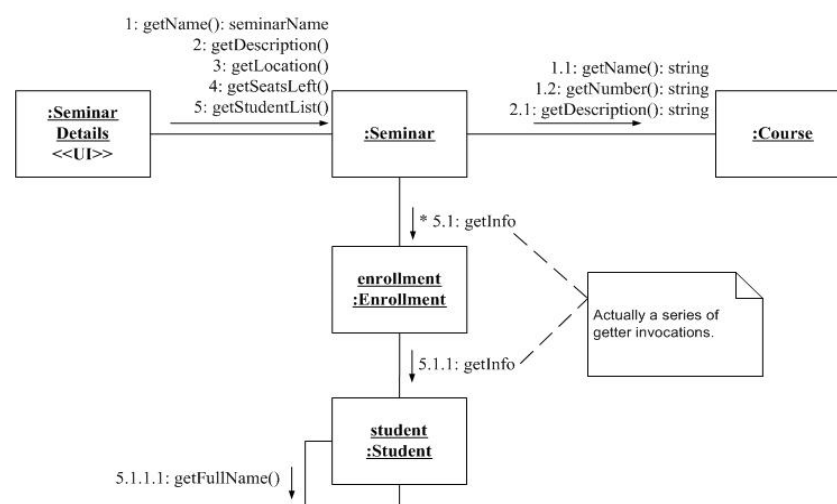


Figure 1: Title of the figure

Please consider that in the printed proceedings illustrations will be black and white (halftones).

Table captions should always be centered under the tables.

Name	Value
A	25,6
B	76,9
C	19,3
D	69,2
E	24,4
F	64,1
G	60,3

Table 1: Name of the table

3.3. Footnotes

The superscript numeral used to refer to a footnote appears in the text either directly after the word to be discussed or – in relation to a phrase – following the punctuation sign. Footnotes should appear at the bottom of the normal text area, Quatitons.

Use Hardward Referencing System e.q.:

Phillips (1999) suggests that generational change is inevitable and continuous.

Direct quote from a book or journal article with one author :

When organising our time, Adair (1988: 51) states that ‘the centrepiece will tend to be goals and objectives’.

OR

When organising our time ‘the centrepiece will tend to be goals and objectives’ (Adair, 1988: 51).

Direct quote from a book or journal article with two authors

McCarthy and Hatcher (1996: 69-70) insist that with presentations ‘structure must be clear and precise’.

OR

With presentations, ‘structure must be clear and precise’ (McCarthy and Hatcher, 1996: 69-70).

Direct quote and paraphrasing from a source with a ‘corporate’ or government author

The DfEE (2001: 8) suggest that each year 'some have estimated the cost to the country of poor literacy and numeracy skills to be as high as £10 billion'.

OR - PARAPHRASE

The effect of low levels of adult numeracy and literacy skills could be costing Britain around £10 billion each year (DfEE, 2001: 8).

4. CONCLUSIONS

A concluding section is required. Although it may review the main points of the paper, do not replicate the abstract as the conclusion. A conclusion might elaborate on the importance of the work or suggest applications and extensions.

5. REFERENCES

Please list references in alphabetical order. All references listed must be cited, and all cited references must be included in the reference list. The reference list should be set as 10-point Arial. Each citation should be followed by a full stop.

The format for references is as follows:

Here are some examples of a reference list:

Book with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Book with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Book with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Book – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Book with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Journal article

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

Journal article with both volume and issue number

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, no. 2, August, pp. 103-107.

Journal article from CD-ROM, electronic database, or journal

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low-back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

Written course material, for example distance learning unit material

Dhann, S. (2001) *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Department of Lifelong Learning.

OR, IF THE AUTHOR IS UNKNOWN

Department of Lifelong Learning (2001), *CAE0001LWR Unit 5: Note taking skills from lectures and readings*, Exeter: Author.

(NB – 'Author' at the end means that the publisher is the same as the author)

Government publications

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

Conference papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural Health Conference, Toowoomba, pp. 143 – 148.

Newspaper articles

Cumming, F. (1999) 'Tax-free savings push', *Sunday Mail*, 4 April, p. 1.

OR, IF THE AUTHOR IS UNKNOWN

'Tax-free savings push', *Sunday Mail* (4 April 1999), p. 3.

BIOGRAPHY or ACKNOWLEDGEMENT

Boths paragraphs are optional and may include biographical data of the authors or acknowledgement, do not number them and write them in the end of the paper, please consider that you should not exceed 20 pages (36 000 characters including spaces) including boths paragrapgs.