



Final Papers for INQAAHE Conference

Papers to be presented at the conference need to meet the following requirements in order for them to be included in the proceedings:

Format:

All papers must be submitted in Times New Roman size 12, formatted in full flush (left and right), in a Word 2007 document.

Heading:

The heading must include the following information:

- Theme
- Title
- Author(s) (name, degrees, position, institution)
- Contact details

Abstract:

The heading must be followed by a 250 word abstract, before the full article.

Length:

We recommend that the paper does not exceed 5000 words.

Other:

Any tables or materials, must be integrated into the paper. Slide decks may also be integrated. NO COPY EDITING will be done on the articles before including them in the proceedings.

The name of the file should indicate clearly the name of the author and the subtheme. This is a recommended form:

Xpaper_name-name, where x is the number of the subtheme, and 'name' is the last name of the author, followed by the name(s) of the co-author(s).

Example:

Paper presented under Sub theme 3, by Adriana Caillon and Marina Farinetti should have the following file name:

3paper_caillon-farinetti



Deadline:

Papers must be sent to the local organizing committee (hjchen@heact.edu.tw) and to the INQAAHE Secretariat (secretariat@inqaahe.org) by **15 March 2013**. Presentations must also be sent to both addresses by **15 March 2013**.

Slide presentations

Slide presentations must be sent by March 15 at the latest. The first slide must have the same heading as the article.

The name of the file should indicate the number of the subtheme, show it is a presentation and identify the author(s), in the following way:

Xpres_name-name, where x is the number of the subtheme, and 'name' is the last name of the author, followed by the name(s) of the co-author(s).

Example:

The presentation corresponding to the same paper in the example above should have the following file name:

3pres_caillon-farinetti

Slide presentations will form part of a separate 'e-book' that will be available to delegates.