

## **GUIDELINES FOR PREPARATION OF PAPERS**

### **1. GENERAL INSTRUCTIONS**

Papers of OZCOTS 2010 will be published on the Internet. The proceedings will not be available in CD or print form.

#### Notes

- i. Papers will only be considered only if the abstract is received before **May 31, 2010**.
- ii. Authors may choose to have their papers refereed or not refereed by peer review.
- iii. Papers to be refereed must be submitted by **August 31, 2010**.
- iv. Papers not to be refereed must be submitted by **October 1, 2010**.
- v. If refereed, the paper must not have appeared previously as a refereed publication.
- vi. Authors must register for the meeting by the final time papers are to be submitted, ie by **October 1, 2010**.
- vii. Authors must be aware of issues relating to presenting a paper in the proceedings as described in point 4 in the Guidelines for the preparation of papers.

### **2. SUMMARY OF IMPORTANT DATES**

Abstracts: May 31, 2010, via ABSTRACT SUBMISSION FORM on  
<http://www.promaco.com.au/2010/asc/ozcots.htm>

#### Papers:

- papers to be refereed: August 31, 2010
- papers not to be refereed: October 1, 2010
- Speakers must register for the meeting by: October 1, 2010
- Referee reports: September 30, 2010
- Final papers for proceedings: November 20, 2010

### **3. REQUIREMENTS REGARDING FORMATTING AND SETUP OF PAPERS**

#### Word processor software

Our preference is at least MS Word 2003 or XP for PC or Mac.

#### Format of the papers

To be done on A4 size pages, maximum length 6 A4 pages. Please include the title, author(s) name and institution plus an abstract, maximum half page, at the top of the paper. Start with CAPITAL letters for keywords in the title. Family name should be in CAPITAL, followed by the given name.

You are required to submit your paper by e-mail.

- Paper size should be set to A4: 21.0 x 29.7 cm (8.26" x 11.69").
- Paper contents should be within a frame size of 15.26 x 24.62 cm (6.00" x 9.69"). Keep the pages within this frame.

Use the following margins:

Left margin	3.20 cm (1.26")
Right margin	2.54 cm (1.00")
Top margin	2.54 cm (1.00")
Bottom margin	2.54 cm (1.00")

### Font

All papers should be typed using 11 point Times New Roman font.

### Justification

Except for the Title/Author information (which should be centered) the paper should be both left and right justified.

### Spacing

- Single spacing throughout, including the title, author information and abstract.
- Exactly one blank line before the author(s) name(s), the abstract, section titles, the subtitles, acknowledgements, notes, references, and appendices.
- Exactly one blank line before and after tables and figures.
- Only one space between sentences.

### Page numbering

DO NOT number the pages.

### Headers, footers and footnotes

- DO NOT use headers or footers.
- DO NOT use footnotes.
- If applicable, group numbered notes at the end of the text before the reference list.

### Title/Author(s)

- Center the title in **bold CAPITALS**.
- Center the author(s) names underlining the name(s) of the presenting author(s) and center the affiliation of the author(s).
- Leave one blank line between the title and the author's information.

### Abstract

- After the title and the author's information, begin with an abstract of a maximum of ten (10) lines (approximately 150 words) in *italics*.
- Leave one blank line between the author's information and the abstract.

### Emphasis

- Use only *italics* (**not underlining** and not **bold**) for emphasis of text, minor subtitles. Use italics for the whole abstract.

- Use CAPITAL LETTERS for the TITLE and all subtitles: SECTION TITLES, ACKNOWLEDGEMENTS, NOTES, REFERENCES, APPENDICES, etc.

#### Text indent

First line in each paragraph should be indented by 1.27 cm (0.5").

#### References

- Use the format used in “*International Statistical Review*” (See *Notes for Authors* at the journal’s inside back cover).
- No blank lines between items of the reference list. Use “hanging indent” of 0.64 cm (0.25”). For example:

Ben-Zvi, D., & Arcavi, A. (1998). Towards a characterization and understanding of students’ learning in an interactive statistics environment. In L. Pereira-Mendoza (Ed.), *Proceedings of the Fifth International Conference on Teaching of Statistics*, Vol. II, (pp. 647-653). Voorburg, The Netherlands: International Statistical Institute.

#### Figures and tables

- Include figures and tables within the body of the paper wherever possible.
- The format for Figure and Table titles must be consistent with the style the author is using.
- The format used in “*International Statistical Review*” are our preferred styles but not essential as long as the whole paper uses a consistent format.
- If figures or tables are to be included as part of the word processing file.

#### Length

Papers must have a maximum length of 6 A4 pages, including title, author’s information, abstract, text, references, appendices, figures, etc.

#### Sample papers

Examples of papers can be found in the Proceedings of ICOTS 7, Salvador 2006 , see <http://www.stat.auckland.ac.nz/~iase/publications.php?show=17>

#### 4. GENERAL POINTS TO AUTHORS ABOUT PREPARATION OF PAPERS

- i. Papers should be self-contained and should NOT address directly those attending the conference session. Therefore, statements such as "In this session ..." must be avoided.
- ii. Photographs, drawings, examples of student’s work, etc., should only be included if they relate directly to the text and if they significantly assist the readers’ understanding of the paper.
- iii. DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any papers about new materials should focus on their use. That is, they should report on how they were used and with what results.

iv. The written permission of original copyright holders to reproduce any materials from other sources MUST be provided. A short example may usually be reproduced legally, but several examples (a whole page or a table/chart/diagram) need permission. This applies even when the author originated the material and/or works for the corporation that published it.

v. Signed warranty statements (one per author) must accompany submitted manuscripts.

#### Notes:

All papers given at this meeting will appear in the Proceedings which will be freely available on an ongoing OZCOTS website. Some authors may subsequently want to submit their paper to another refereed publication. These journals usually will not publish papers which have been published elsewhere. However, they are likely to consider papers which are sufficiently "different" from the conference paper, in fact it would need to be almost a new paper. In general, we understand that papers will be considered "different" if they are sufficiently *expanded*, well above and beyond what appeared in the conference proceedings. Expansion means that they contain significant new portions, mostly in the form of more detailed theoretical frameworks, additional data, more in depth discussions and implications, and so on. Please be aware that the policies of journals differ. Some may accept manuscripts that have appeared in conference proceedings *as long as they were not refereed* as manuscripts. Refereeing of the abstracts is usually fine. We cannot advise on the policies of other journals, so please check them yourselves.

So if you do think you may want to submit your paper to another refereed publication, the one you submit to us should be "limited in length and scope." We suggest that what is being submitted to us is no more than *half* of what you think they will eventually submit to a peer-reviewed journal. You should plan and think ahead, when writing this paper, what selected data and discussions you include, and what *additional new and expanded* material is being left aside, to be added later to the journal submission.

As many research papers in journals are in the range of 5000-10,000 words, we suggest you restrict this paper to no more than 3500 words. Please remember if you do submit to another journal at a later stage, tell the journal that a partial version of the paper being submitted was presented at this conference, and "attach" the original conference paper so the editors can evaluate the difference.

Of course please keep in mind that we are talking about the *paper* you submit to this conference for publication in the proceedings. What you elect to present orally at the conference is your own business: as part of your talk you can discuss or show additional data etc. You can also circulate to conference attendees expanded *drafts* of papers you have in mind sending later on to a journal, and ask for feedback, but these drafts are never to be circulated outside this circle of individuals or posted in any formal way.

If you follow this advice, we believe you will not have difficulty in submitting your current work to another journal.

## 5. SUBMISSION OF PAPERS

- i. All papers should be submitted by email in *electronic form* to Helen MacGillivray or Brian Phillips (pdf files will not be accepted). Please use your surname and initial to name your file (e.g. PhillipsB.doc).
- ii. Please check for viruses before sending.
- iii. In your E-mail message, identify the file name and the author's name.
- iv. LATE MANUSCRIPTS WILL NOT BE PUBLISHED.
- v. Author's Checklist (attached below), and signed warranty statement(s) (attached below). (Fax or email ok for forms)

THE EDITORS RESERVE THE RIGHT TO REJECT PAPERS THAT DO NOT CONFORM TO THE GUIDELINES OR TO RETURN PAPERS TO AUTHORS FOR RE-SUBMISSION.

*All authors please make sure that you have completed and returned the warranty and indemnity form and the Author's Checklist.*

If you have questions regarding these guidelines, please contact

Helen MacGillivray or Brian Phillips  
Joint Editors,  
OZCOTS 2010  
[h.macgillivray@qut.edu.au](mailto:h.macgillivray@qut.edu.au), [BPhillips@groupwise.swin.edu.au](mailto:BPhillips@groupwise.swin.edu.au)