

# The 7<sup>nd</sup> Biennial International Conference on Reading **Authors Guidelines**

## Style Guidelines

To facilitate and expedite the review process, the contributing authors are highly encouraged to strictly adhere to the following instructions.

- Papers must not exceed 6000 words in length (i.e., 12 A4 pages), including abstract, figures, references and appendices.
- Before submitting your paper, please ensure that it has been carefully read for typographical and grammatical errors. If English is not your first language, please have your paper proof-read by an English speaking person. Papers will be returned if the standard of English is not considered to be good enough for publication.
- Papers should be submitted electronically (as an MS Word 2003-2007 doc.) via [Conference on Reading Site](#) or Conference email address ([readingconfuok@gmail.com](mailto:readingconfuok@gmail.com)).
- Set the page size to A4 with margins of 2.54cm all around. Please do not insert headers, footers or page numbers. Do not refer to page numbers in your text as these will be changed.
- Do not use multiple columns.
- Put the title of the paper in bold, left aligned, at the top of the first page only.
- Then, on the next line put the names of the authors. Where all authors are from the same institute, the following format should be used.

Lead Author<sup>1</sup>, Co-author One, Co-Author Two  
Institute, Town, Country

Multiple authors from different institutions should appear as:

Lead Author<sup>1</sup> Second Author and Third Author  
The department, faculty and name of institute, Town, Country  
The department, faculty and name of institute, Town, Country

All author details will be removed before the review process.

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<sup>1</sup> Affiliation and contact information of the author(s) must come as the first footnote. With multiple authors, the lead author information must come first.

- A 300 word abstract should follow. The abstract should include sections on background, purpose, methods, results, and conclusions.
- Include up to 6 keywords or phrases
- Do not use more than three levels of heading and use the numbering convention:
  - **Heading 1**
  - Heading 2
    - Heading 3
- The main body of the text should be in Times New Roman 12 point, single spaced and fully justified. Please use normal capitalization within the text and do not use bold face for emphasis. Italics are acceptable. All headings should use initial capitals only, excepting for use of Acronyms
- Figures and tables should be placed as close to their reference point in the text as possible. All figures and tables must have titles and must be referenced from within the text. Avoid color diagrams as the proceedings will be printed in black and white. Images must be inserted as picture files (.gif, .jpg.). You may be asked to supply the pictures as separate files. Use Times New Roman 10 point for the title of figures and tables.
- References should follow the [APA](#)<sup>1</sup> referencing style, which means that primary references in the text should be in the format (Anonymous, 1999) and should then be listed at the end of the paper as per the following examples:

Tracey, D. H., & Morrow, L. M. (2012). *Lenses on reading: An introduction to theories and models*. New York: Guilford Press.

Larson, L. C. (2010). Digital Readers: The next Chapter in E-book Reading and Response. *The Reading Teacher* Vol. 64, No. 1, pp. 10-23.

Yugzone. ru, (2006). Five types of reading. [online] Available at:  
[http://www.yugzone.ru/speed\\_reading/speedreading/five\\_types\\_of\\_reading.htm](http://www.yugzone.ru/speed_reading/speedreading/five_types_of_reading.htm) [Accessed 2 Jul. 2010].

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<sup>1</sup> . <http://library.williams.edu/citing/styles/apa.php>