



**Education in a Pacific Context:
Education Outcomes for the Twenty-first Century**
31st Annual Conference
June 25-29, 2007
Hawai'i International Conference Center
University of Hawai'i at Mānoa
Honolulu, Hawai'i

Guidelines for Conference Papers

Following are guidelines for presenters who are preparing papers for the conference. A conference paper is not required, but is recommended. The conference organizers strongly suggest that papers be prepared following guidelines for the Pacific Circle Consortium's publication, *Pacific-Asian Education*. We suggest presenters have 20 copies available during their scheduled breakout session. Copies may be left at the General Information Desk in the Koi Room (located in the basement of the conference center). Carol Mutch, Editor of *Pacific-Asian Education*, will be available on Tuesday, June 26 from 1:00 – 1:30 p.m. at the General Information Desk to answer any questions you may have.

Following is a list of differences between the conference paper and a manuscript for publication consideration. Otherwise, please follow guidelines for manuscript preparation.

- Prepare conference papers to be 3000 – 6000 words and preceded by your submitted proposal abstract of less than 500 words.
- Submit one copy during registration or at the General Information Desk.
- Papers can be double-sided.
- Include authors' names on the paper. A brief (2-3 line) biographical note about each author and full contact details (i.e. postal address, phone and facsimile numbers, email address) should be provided prior to the reference listing.
- Tables and figures do not need to be submitted on separate pages.

Please consult the *Publication Manual of the American Psychological Association* (5th ed.) to ensure that papers conform to the guidelines including the use of up to three levels of headings, citations, references, tables, figures, etc.

Guidelines for Submitting Manuscripts

Pacific-Asian Education is an international, refereed journal that addresses issues of curriculum and education within the Pacific Circle region and throughout Asia. The journal is interdisciplinary in approach and publishes recent research, reports of curriculum and education initiatives within the region, analyses of seminal literature, historical surveys, and discussions of conceptual issues and problems relevant to countries and communities within the Pacific Circle and Asia. Papers with a comparative or cross-cultural perspective are particularly welcome.

If submitting papers for consideration in *Pacific-Asian Education*, manuscripts: should be 3000 – 6000 words and preceded by an abstract of 100 – 150 words. Intending contributors should submit **one hard copy and/or an electronic copy** (disk or email) of the manuscript to the Editor, and ensure that they retain an electronic and hard copy. Manuscripts should be typed in 12 pt font, left aligned, double-spaced and on one side of the page only. Authors' names should be included on the title page but not be on the manuscript. A brief (2-3 line) biographical note about each author should be provided on a separate page and should include full contact details (i.e. postal address, phone and facsimile numbers, email address).

Manuscripts should meet high academic standards and be written in clear English.

Intending contributors should consult the *Publication Manual of the American Psychological Association* (5th ed.) to ensure that articles conform to the guidelines including the use of up to three levels of headings, citations, references, tables, figures, etc.

For books: FitzGerald, S. (1997). *Is Australia an Asian country? Can Australia survive in an East Asian future?* St. Leonards, NSW: Allen & Unwin.

For article: Baumgart, N., Halse, C. (1999). Approaches to learning across cultures: The role of assessment. *Assessment in Education* 6(3), 321-337.

For chapters: Long, M.H. (1996). The role of the linguistic environment in second languages acquisition. In W.C. Ritchie & T. L. Bhatia (Eds.), *Handbook of second language acquisition* (pp. 413-468). San Diego: Academic Press.

Tables must be typed on separate pages and not included as part of the text. The approximate location of tables should be indicated in the text.

Figures should be submitted on separate pages, in finished form, correctly labelled and their approximate location in the text clearly indicated.

In addition to consulting the *Publication Manual of the American Psychological Association* (5th ed.) authors should note the following **conventions** must be used in preparing a manuscript for submission:

Either British English or American English spelling should be used consistently throughout the text.

Footnotes should not be used. Endnotes should be kept to a minimum.

All pages should be numbered consecutively.

Do not use more than three heading levels.

Do not use double spaces after full stops at the end of sentences.

Do not use full stops in abbreviations: USA not U.S.A.

When referring to the title of an organization by its initials, first spell out the title in full followed by the abbreviation in parentheses, e.g. Curriculum Development Council (CDC). Thereafter refer to it as CDC.

Refereeing of articles takes approximately three months although this may vary according to the availability and commitments of referees.

Proofs will not be sent to authors. It is important to be as careful as possible with the final manuscript. Final manuscripts should be double spaced and accompanied by a 100-150 word abstract, a brief biography and full contact details. Authors should submit an electronic copy of their final manuscript and accompanying details. A disk or e-mail attachment should be clearly labelled with the author's name, title of the article and the type of programme used. Editorial staff, to improve the readability of an article, may modify the manuscript.

Book reviews should be between 500-750 words and follow the format outlined in this issue.

Manuscripts for submission to *Pacific-Asian Education* should be addressed to:

Associate Professor Carol Mutch
University of Canterbury
Private Bag 4800
Christchurch 8140
New Zealand
Email: carol.mutch@canterbury.ac.nz