

Formatting Guidelines for RDHE Volume 42

This document provides details of the style to be used to format your paper for submission to RDHE Vol 42. There will be minimal editing of papers before publishing, so please follow the guidelines carefully. If the guidelines are not followed the paper may be returned for further editing if time permits or rejected.

AUTHOR DETAILS

Author information must **not** be included in the initial submission your paper. Please carefully review and follow the format requirements contained in these guidelines when preparing your submission. On acceptance you will need to add the author details for the final paper version.

FILE FORMAT AND DOCUMENT SET-UP

File Format

- The file format for submission of your paper is Microsoft Word (.doc) or Microsoft Word (.docx).
- Submissions should be suitable for blind reviewing without any editorial intervention (please ensure that there is no identifying information in the document properties). There is an overall file size limit of 2 MB.

Page setup

- A4 paper size portrait
- 2.5cm margins all around, that is: Top 2.5cm, Bottom 2.5cm, Left 2.5cm, Right 2.5cm
- Leave the Gutter at 0 cm
- Do not use page or section breaks
- Please only use normal style

Headers, footers and page numbers

- Ensure that your document does not include headers, footers or page numbers, as these will be added later for the publication

Footnotes

- Do not use footnotes in your paper

STYLE

Title (Heading Level 1)

- The recommended length for a title is 8 to 12 words
- Avoid the need for use of punctuation or abbreviations
- Arial font 16 point bold, centred, in sentence case (only the first word and proper nouns capitalised)
- Single spacing with no paragraph spacing before or after
- Leave 3 blank 12 point lines after the title

Author details – use place holders for blind review process

- Should be centred and include three lines for each author
- The first line should have the name of the author in Arial 11 point bold – use author1, author2 for blind review
- The second line should give the institution, city and country of the author in plain text, Times New Roman 11 point – use place holders for blind review process

- The third line should give the author's email address also in plain text, Times New Roman 11 Point – use place holders for blind review process
- There should be one blank 12 point line after each author, and two blank 12 point lines between the last author and the abstract

Abstract

- Maximum of 250 words, do not include the word 'abstract'
- Times New Roman 11 point, block justified
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave one blank 12 point line after the abstract

Keywords

- Three words or phrases should be provided to facilitate indexing and refereeing
- Times New Roman 11 point, left justified, separated by a comma
- Left indent to 1.0cm, right indent to 1.0cm
- Single spacing
- Leave two blank 12 point lines after the keywords

Body text

- Times New Roman 12 point, block justified
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line between paragraphs

Heading level 2

- Arial 12 point, bold left justified
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line before and after

Heading level 3

- Arial 11 point, bold, left justified
- Use sentence case
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line before but not after

Heading level 4 (Try to avoid using level 4 headings)

- Times New Roman 12 point, italic, left justified
- Single-spacing with no paragraph spacing before or after
- No blank line after

LISTS

Bullet lists

- Times New Roman 12 point , block justified
- Level 1 bullet: Use circle bullet type. Left indent to 0.5cm, hanging indent by 0.5cm
- Level 2 bullet: Use dash bullet type. Left indent to 1.5cm, hanging indent by 0.5cm
- Single-spacing with no paragraph spacing before or after
- Leave one blank 12 point line after last point unless continuing on with the same paragraph

Ordered Lists

1. Times New Roman 12 point, block justified

Use the American Psychological Association (APA) referencing (author and date) style for in text references:

- ... Bates (2000) contended that ...
- ... Berge, Collins, and Dougherty (2000) found that ...
- ... there is strong evidence of this in the literature (e.g., Reeves & Lafferty, 1999)

Reference (list)

- Times New Roman 10 point, block justified
- Single spacing
- Second and subsequent lines within each reference are indented 0.5cm
- Do not leave a blank line between references
- Use the American Psychological Association (APA) referencing (author and date) style
- References should be listed in alphabetical order in the reference list
- See following examples of referencing different sources:

Book

Bates, A. W. (2000). *Managing technological change: Strategies for college and university leaders*. San Francisco: Jossey-Bass.

Chapter in book

Berge, Z. L., Collins, M., & Dougherty, K. (2000). Design guidelines for web-based courses. In B. Abbey (Ed.), *Instructional and cognitive impacts of web-based education* (pp. 32-40). Hershey, PA: Idea Group Publishing.

Journal article

Reeves, T. C., & Laffey, J. M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal*, 18(2), 219-232.

Conference proceedings

Edward, C. (1999). Models for web-based instruction: A discussion of recurring themes. In K.E. Sparks & M. Simonson (Eds.), *Proceedings of the 21st National Convention of the Association for Educational Communications and Technology* (pp. 319-321). Houston, TX: AECT.

Online source

Chandler, T. (2001). Outback and in again: A new graduate's experience of rural and remote nursing. Sixth National Rural Health Conference. Retrieved September 30, 2009, from <http://www.abc.net.au/health/papers/paper11.htm>

COPYRIGHT STATEMENT

- Arial 9 point, block justified
- Single spacing
- No paragraph spacing before or after
- Leave one blank 12 point line before and after
- The following copyright statement should be included at the end of your paper
- Include author(s) names in the final submission version only

For multiple authors

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For a single author

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