

AMDMC CONFERENCE GUIDELINES FOR CONFERENCE PAPERS AND PRESENTATIONS

Presentation:

Presentation (10 minutes)

Full papers (12 pages in length) .

Document specifications

Order of content

Title

Author names and institutional affiliation

Abstract

Main body of article

References

Acknowledgments

Author contact details

Biographical notes

Format for your document

Page setup Page size A4

Margins: Top: 3.0 cm Bottom: 3.0 cm

Orientation: Portrait Left: 3.0 cm Right: 3.0 cm

Title:

Arial 14 bold followed by one 10pt blank line, left aligned, sentence case, single spaced

Author names and institutional affiliation:

Department or Centre

Institution

Times New Roman 10 point, left aligned, no indent.

For 2nd and subsequent authors add to the first line, except in cases of different Departments or

Centres, or Institutions, use

separate entries, with spacing one blank line.

Abstract and Keywords:

Abstracts: up to 200 words, Times New Roman 10 point, left aligned, indented 1.0 cm left and right, not italicised. Place

one blank line before and after.

Keywords:

Use same format as for abstract, one blank line before and after.

Headings:

No more than 3 levels of headings

Level 1: Arial 12 point bold, un-numbered, followed by one blank line, left aligned, sentence case.

Level 2: Arial 10 point bold, un-numbered, followed by one blank line, left aligned, sentence case.

Level 3: Times New Roman 10 point italic, not followed by a blank line, left justified, sentence case.

Body text:

Times New Roman 10 point, left aligned, single spaced. Blank lines before and after headings, paragraphs spaced the same as text lines, 10 point Times New Roman.

Emphasis: Use italics in preference to bold, and use sparingly. Do not use underlining.

Quotations: No italics or quote marks, Times New Roman 10 point, left aligned, single spaced, indented 1.0 cm left and right, one blank line before and after. Short quotations (less than 30 words) should be given with quote marks in your running text; longer quotations should be set off from the main body text, and formatted as described above.

Bulleted and numbered lists

Times New Roman 10 point, left aligned, single spaced, no indents except a hanging indent 0.5 cm.

Referencing: Main body text references: Use APA, author/date in text citation method. Several authors should be separated by semicolons (e.g. Kofi, 2001a; Ngubane, 1999; Belinda & Otomosho 2003).

Reference list: Use APA 5th edition style. This style prescribes alphabetical order by first author. Use Times New Roman 10 point, left aligned, hanging indent 0.5cm, no blank lines.

Tables:

Centred on page, Times New Roman 10 point and body text within table and its title; 9 point may be used for narrow

columns. All tables should have a title with consecutive numbering, e.g.: **Table 1: Audience research**, bold, using sentence

case, centred, and located at the top of the table. For headings within tables use sentence case, with bolding and centring optional. In columns of numbers, use centring or decimal point alignment. Any explanatory text should be placed at the bottom of the table, no wider than the table.

Figures and diagrams:

Centred. Titles should be short and numbered, eg: **Figure 1: AMDMC**, bolded, using sentence case, centred, and located below the figure. Fonts used for diagrams created in Excel must be reproducible in MS Word. Avoid using the common. Excel default fonts. Text orientation should be horizontal. Note: Figures may be resized during editing.

Acknowledgments

Format as for body text.

Biographical notes:

Please keep these short.

Thank you.