**Author’s Full Paper (3000 words) Template**

**CAPS LOCK AND WRITE YOUR SUCCINCT PAPER TITLE HERE: ARIAL 12PT FONT BOLD AND** **CENTERED**

Abstract

Between 150 to 250 words in Times New Roman 12pt font and justified with indents. The abstract is a snapshot of your paper and should address the following: *Reason for this study:* What is the main issue/problem/concern? What is this research important? *Aim(s) or question(s):* What is the specific focus for this study? *Design:* For research papers, did you use qualitative, quantitative mixed-method or some form of triangulation? How did you collect the data? How did you analyse the data? How many participants and who were they? For issue papers, what are the key issues and literature links to the topic? *Findings and discussion:* What were the general and/or specific findings addressing the aim or question of the paper? *Conclusion/Implications:* What was your main discovery? What changes could be implemented as a result of your findings? How does this work add to the body of knowledge on the topic?

**Keywords:** *Keywords should be in Arial, 10 point, and italicised.*

INTRODUCTION (Times new roman 12PT AND CAPS)

* Use this formatting template to submit your paper. This will show the fonts and styles required as part of the guidelines.
* Use Microsoft Word (doc or docx only). Please leave all author details and identifiers off your document and naming convention. Please therefore submit your initial paper as STEM 2020\_Full Paper.doc

Should your paper be accepted by the committee, you will then be sent instructions to re-submit your paper with author details included along with any requested amendments. FORMATTING YOUR PROPOSAL

* Proposals must be a maximum **3,000 words** in length. This includes all references, tables and figures, which should be kept to a minimum.
* **Times New Roman font (12 point)** within the body of the paper. All text should be **single-spaced** As STEM has an international audience, please be mindful of your language and refrain from using jargon so that all terms are understandable.
* Paper size must be A4 with 2cm margins all around.
* All text is to be left justified only.
* All printed material, including text, illustrations and charts must be kept within the margins of this template. Do not write or print anything outside the print area.

HEADINGS

* Headings should use the hierarchy of defined styles **HEAD 1**, **Head 2** and *Head 3*.
* All headings should be followed by text on the same page (i.e. no heading is allowed to appear at the bottom of a page without text following).
* First order headings should use the style **HEAD 1** (For example, and depending on the type of paper presented, these include: **INTRODUCTION, LITERATURE REVIEW, RESEARCH DESIGN, RESULTS AND DISCUSSION and CONCLUSION**). They should be 12 point Times New Roman, bold, left justified and fully capitalised. First order headings should have a blank line spacing before the body of text.
* Second-order headings should use the style **Head 2**. They should be 12 point Times New Roman, left justified and bold.
* Third order headings should use the style *Head 3*. They should be in plain text, left justified and italicised.

e.g.

introduction (Head 1)

Integrating STEM in Secondary Classrooms (Head 2)

Constructivism (Head 3)

TABLES AND FIGURES

* Try to minimise the number of tables and figures due to space limitations.
* All tables and figures must be referred to within the body of the text.
* A table or figure should be inserted at a convenient point soon after the first reference within the body of the text. Tables and figures should be centre justified and not imbedded within the body of the text.

Table and Figure captions

* Table captions should be in 11 point Time New Roman, bold, and used above the table. Tables should be numbered sequentially (e.g. Table 1. etc.).
* Text within a table should be 11 point Time New Roman. Formatting of the table is subject to the author’s discretion.
* Figure captions should be in 11 point Time New Roman, bold, and used below the figure.
* Figures should be numbered sequentially (and independently from tables). All figures should be in the best possible resolution available.
* Where possible, please use an expressive description for your figures to allow finding them in a keyword search.

FOOTNOTES

* To help your readers, **DO NOT** use footnotes and include necessary peripheral observations in the text (within parentheses, if you prefer, as in this sentence).

citations and REFERENCES

* Citations and references should be in APA style.
* Your reference list should take up no more than a page, so please cite only key references. Font should be 11 point Times New Roman, with a hanging indent of 0.5 cm for subsequent lines.
* Do not leave a space between references. When a reference is cited in the body of the proposal, make sure to include the author(s) and date.
* Please check that authors cited in the body of the text are included in the reference list and vice versa. Please use APA citation method (refer here <http://owl.english.purdue.edu/owl/section/2/10/>).

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**Please use the boxes above as a checklist to ensure that your paper meets all the requirements of submission.**

**The Review Process**

All full paper submissions will be subjected to a **double blind peer review process**. A panel of international reviewers will be selected to assist the STEM 2020 Committee. The reviewers will not be given the names and institutional affiliations of the authors so please ensure that your submission is uploaded without author details. Should your paper be accepted by the committee, you will then be sent instructions to re-submit your paper with author details included along with any requested amendments.

Should your full paper submission be accepted for presentation, you will be asked to submit a revised version with your author details and affiliations as well as any changes requested. You will be provided with a template, submission instructions and a resubmission deadline.

**Presenters to provide 20 hardcopies if you wish to circulate your paper at the conference.**