**CAPS LOCK AND WRITE YOUR SUCCINCT INNOVATIVE SHOWCASE TITLE HERE: ARIAL 12PT FONT BOLD AND** **CENTRED**

# ABSTRACT

Between 150 to 250 words in Times New Roman 12pt font and justified with indents. The abstract is a snapshot of your presentation and should address the following: *Reason for this presentation:* What is the main subject matter? What is this presentation important? *Aim(s):* What is the specific focus of this presentation? What do you hope to achieve? *Participation:* What will the participants get out of this presentation? What participant involvement do you anticipate? How will it help others think about STEM in education? Provide three key points that will entice participants to your presentation.

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

Proposals must be a maximum of 2000 words in length. This includes all references, figures and tables, which should be kept to a minimum.

Times New Roman, 12 point is used as the normal font within the body of the submission. All text should be single spaced.

Paper size must be A4 with 2cm margins all around.

All text is to be left justified only.

Citations and References should be in APA style. Your reference list should take up not more than one (1) 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.

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** 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).
* 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.

**The Review Process**

All 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 submission be accepted by the committee, you will then be sent instructions to re-submit with author details included along with any requested amendments.

You will be provided with a template, submission instructions and a resubmission deadline.