ABSTRACT SUBMISSION STYLE GUIDELINES

Logistics

- All abstracts submitted must adhere to this format and fit on one page maximum.

- Abstracts should be submitted in MS Word or Rich Text format. Do not submit as a pdf file.

- Do not use EndNote for referencing as we may not be able to format your abstract for the proceedings if EndNote is used. If using EndNote or other bibliographic software, remove edit codes prior to submission.

- Please include the following at the bottom of your abstract in Arial, 8pt, left justified:

Proceedings of the International Conference on Physics Education, ICPE 2022 5-9 December 2022, page X, ISSN Number *TBA*.

Page setup

Page Size: Your page size should be set to A4 and all margins set at 2.54 cm.

Page Numbers: Do not include page numbers in your submission.

Headers and Footers: Headers and Footers should both be set to 1.27cm from edge. Do not put anything in the headers or footers.

Spacing: All text styles (Headings, Normal and Bullet text, etc.) should be set at single line spacing with zero spacing before and after. There should be a single line break between paragraphs.

Bullets: Bulleted lists should be left justified and should use small filled circles for bullets.

Title: The title for your abstract should be in Arial, 20pt and bold, left justified and in capital letters. Place one blank line (12pt not bold) after the title. There should be no separate title page.

Author Information: After the title, give the name of each author followed with a superscript letter which corresponds to their further information. Each author's name should be in Arial 10pt left justified. Presenting author's name and email should be included in Arial 8pt left justified. Below this, further information about the author includes Department or Centre, Institution, State Postcode Country. Example of this layout can be seen as follows:

Author 1[a], Author 2[b]

Presenting Author: Presenting Author's name (presenting author's email)
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Keywords: The word "Keywords" should be Arial 12pt bold and capital followed by a colon. The keywords for the paper should follow in Arial 10pt. List at least 3 keywords. An example is shown below:

KEYWORDS: collaborative learning, generic attributes, quantitative analysis, online learning

Headings: Use no more than 3 levels of heading and ensure they are applied consistently. The first level heading should be left justified, Arial 12pt bold and capital. The second level heading should be left justified, Arial 10pt bold and capital. The third level heading should be left justified, Arial 10pt bold italic.

Body: The main text should be Arial 10pt with left alignment. Each paragraph should be followed by one blank line.

Bulleted List: Left alignment, no indent and hanging paragraph set to 0.5 cm.

Diagrams, Tables and Figures: All diagrams, tables and figures included in the abstract should be clearly labelled and centered between the margins. Please leave one blank line (10pt not bold) before the diagram, table or figure. Insert the label below figures in Arial 10pt bold and left aligned. Insert the label above tables in Arial 10pt bold and left aligned. Leave one blank line (10pt not bold) after the label. If the figure has no label, insert one blank line (12pt not bold) after the figure. All diagrams and figures created in programs other than Microsoft Word should be gif, tiff or jpeg images.

Quotation marks: Use APA Style, i.e. single smart quotes, with the exception of a quotation within a quotation when double quotes are used.

Software: All reference to software should be given in italics. For example, *WebCT*.

Abbreviations: Avoid abbreviations such as labs, exams, tutes. e.g., i.e., etc. et al. (no italics)

In-text references

Use the author-date system, i.e., APA Style and avoid the use of footnotes. Insert the sequence (Name, year) into the main text for a citation to a literature reference. Name refers to the family name of the author and year refers to the year of publication.

All in-text citations must be written in full, regardless of the number of authors, the first time it is cited within the abstract, et al. can be used for the following citations of three or more authors. The year is written in long form (i.e., 1999) and use running lower case letters if you refer to more than one article of an author of the same year (e.g., Jones 1999a, 1999b). Where more than one reference is used, separate each reference with a semicolon (e.g., Jones 1999a; White & Beckett 1997). Where a quote from the source document is included in the text, please refer to the page number, as in Jones (1999a; p.125). For quotations over two lines start a separate line (no space, no quotation marks) and indent the quotation 0.5 cm from the margin.
Examples
… this special form (Black & Lines, 1998b) is very … … as described by Black and Lines (1998a) …
… and this argument (Keystone et al., 2000c) is used … … across time and space (Jones 1999a; White & Beckett 1997).

Literature references

Start the literature references with the heading "References" using the same formatting for a first level heading. The text should be in Arial 8pt with left alignment. The second and subsequent lines for each reference should be indented by 0.5 cm. All references should be in APA Version 7. This means alphabetical order of the first author. Please use the referencing styles exactly as shown at the end of these guidelines to ensure consistency throughout the proceedings. The following provides examples of referencing for different sources:

Books:

Calfee, R. C., & Valencia, R. R. (1991). *APA guide to preparing manuscripts for journal publication*. Washington, DC: American Psychological Association.

Chapters in Books:

McKenzie, H., Boughton, M., Hayes, L., & Forsyth, S. (2008). Explaining the complexities and value of nursing practice and knowledge. In I. Morley & M. Crouch (Eds.), *Knowledge as value: Illumination through critical prisms* (pp. 209-224). New Jersey: Rodopi.

Articles published in conference proceedings:

Edge, M. (1996). Lifetime prediction: Fact or fancy? In M. S. Koch, T. Padfield, J. S. Johnsen, & U. B. Kejser (Eds.), *Proceedings of the Conference on Research Techniques in Photographic Conservation* (pp. 97-100). Copenhagen, Denmark: Royal Danish Academy of Fine Arts.

Journal Articles: Always write the journal name in full. Ampersand: Use the word "and" between the authors' names within the text and use the ampersand in the parentheses. Use ampersand in reference list.

Breen, R., Lindsay, R., Jenkins, A., & Smith, P. (2001). The role of information and communication technologies in a university learning environment. *Studies in Higher Education*, 26(1), 95-114.

Webpage with an author:

Welch, N. (2000, February 21). *Toward an understanding of the determinants of rural health*. Retrieved January 9, 2002, from http://www.ruralhealth.org.au/welch.htm

Webpage with no author:

ANCI national competency standards for the Registered Nurse and the Enrolled Nurse (2000). Retrieved January 28, 2002, from http://www.anci.org.au/competencystandards.htm

Internet article based on a print source:

Swanson, H.L. (1999). What develops in working memory? A life span perspective [Electronic version]. *Developmental Psychology*, 35, 986-1000.

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ABSTRACT TITLE

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KEYWORDS: Keyword 1, Keyword 2, Keyword 3

HEADING 1

Heading 2

Heading 3

Paragraph Text

- List paragraph

Figure and Table Captions

REFERENCES

American Psychological Association. (2020). *Publication manual of the American Psychological Association (7th ed.)*. https://doi.org/10.1037/0000165-000
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