



## INSTRUCTIONS FOR SUBMISSION OF FINAL PAPER DEADLINE MAY 8<sup>th</sup> 2009

### GENERAL INSTRUCTIONS

All papers refereed and accepted for presentation will be published in a CD-Rom. The CD-Rom will be distributed to conference delegates along with a Book of Abstracts. **Please note that final papers received after May 8<sup>th</sup> will not be published in the CD-Rom.**

- Please supply a short (**100 word**) biography for each author. This should include the name, rank, institution, institutional address, and email address.
- Do not place the biography in your submission file but copy it into the appropriate text box during the on-line submission process.
- The target length of your paper should be approximately **2,000 words**. This does not include endnotes. Endnotes should be limited to citations where possible
- Your submission must be made using Microsoft Word 98 or later.
- Please use the Final Paper Submission Template to format your document. Papers which do not conform to the style outlined in the template will not be published.
- Scan your hard disc for viruses before you begin
- Start with a new blank document
- Name your computer document using the following file naming convention: <your surname\_first name> For example: Johnson\_Donna.doc.
- In the case of more than one author the name of the main author should be used.

### HOW TO SUBMIT YOUR FORMATTED PAPER

1. Go to [www.elearn2009.com](http://www.elearn2009.com) , enter your username and password and click on login
2. Click on My Proposals
3. Click on your proposed paper and you will see a form that will allow you to upload three files, a biography, an abstract and the paper itself.

**SUBMISSION PREPARATION CHECKLIST**  
**(ALL ITEMS REQUIRED)**

- The submission has not been previously published nor is it being considered for another conference
- A **100 word** biography of the author has been prepared but NOT included in the manuscript (the biography will be submitted separately).
- You have used the Final Paper Submission Template to submit your paper.
- The submission file is in Microsoft Word format.
- All URL addresses are activated and ready to click (e.g., <http://pkp.ubc.ca>) in the text or reference list.
- The text is single-spaced; uses Arial 10-point font; uses italics, rather than underlining (except with URL addresses); uses simple formatting - not “styles”; and has the figures and tables placed within the text, rather than at the end.
- A **200 word** abstract has been prepared and included in the manuscript.
- The text is written in the Harvard editorial style.