

# International Conference on Gifted and Talented Education 2014

## GUIDELINES FOR FULL PAPERS

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### MANUSCRIPT PREPARATION GUIDELINES

Authors should prepare their manuscripts according to the guidelines provided in this section. Manuscripts that are not prepared according to these guidelines may be returned for revision prior to any editorial consideration.

#### Typing

Manuscripts should be typed double-spaced using 12-point Times New Roman font on only one side of the paper. The type on paper should be clear and readable. Use wide margins of at least 1 inch (2.54 cm) at the top, bottom, right, and left of each page. Manuscripts should not exceed 16 pages

#### Title Page and Abstract

Each copy of a manuscript must include a separate title page, which should be the first page of the manuscript. The title page should contain the title of the paper and the author's name, affiliation, address, phone number, fax number, and e-mail address. Any author notes (e.g., acknowledgements, disclaimers, special agreements concerning authorship, special circumstances regarding the study) should be typed on the title page also. The title page will be removed before the manuscript is sent out for review.

All manuscripts must include an abstract **not exceeding 200 words**. Type the abstract on a new page (i.e., the page after the title page). Also, type the title of the paper centered at the top of this abstract page. No author's name should be typed on this page.

#### Headings

*Main headings* should be used to designate the major sections of a paper. Centre main headings and type in all uppercase letters. Type *secondary headings* flush left using lowercase letters (except for the first letter of the initial word).

#### Illustrations and Tables

Illustrations and tables should supplement the text and not duplicate it because they are more expensive to prepare for publication than text. All charts, graphs, drawings, and other

illustrations should be referred to as figures. Figures should be numbered and titled following the format for tables. Authors should be prepared to supply camera-ready prints for all figures at the time the manuscript is accepted.

Number the tables consecutively in the order in which they are first mentioned in the text. Each table should have a title (in uppercase and lowercase letters), centered at the top of the table, that is preceded by the word TABLE and its number (use Arabic numerals). Example:

TABLE 1: Descriptive statistics and correlation matrix

Notes to a table should be placed below the table. General notes that explain the table as a whole should be designated by the word *Note* followed by a colon. Specific notes that refer to a particular column, row, or individual entry are indicated by superscript lowercase letters. Probability notes indicate level of statistical significance and can be designated by asterisks and daggers (e.g., \* $p < .05$ , \*\* $p < .01$ , †  $p < .10$ ). Begin each type of note (general note, specific note, and probability note, in that order) on a new line, flush left. placate

In the text, refer to every table and figure by their numbers (e.g., "see Table 1") and discuss only their highlights. Never write "the table below" or "the figure on page 2" because the position and page number of tables and figures cannot be determined until the typesetter makes the pages.

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Footnotes are not recommended. Endnotes should be used only if necessary and must be numbered consecutively throughout the manuscript with superscript Arabic numerals. On a separate page, type the text for endnotes in the order in which they are mentioned in the text.

### Reference Citations

All entries in the reference list must be cited in text. Cite references in text using the author-date method [e.g., Burgess (1999)]. If a work has two authors, always cite both names every time the work is referred to in the text. If a work has three to five authors, cite all authors the first time the reference occurs; in subsequent citations, include only the name of the first author followed by "et al." and the year. For works with six or more authors, use only the name of the first author followed by "et al." and the year whenever the work is cited (in the reference list, however, all names must be given).

Page numbers should be provided when specific arguments or findings of authors are directly quoted. Examples:

#### Citations in text

Rimm and Bredlay (2009) argued that . . .

Hamidah et al. (1995) suggested . . .

For citations of two or more works, use *chronological ordering*. Separate each cited work by semicolons. Example:

Several researchers such as Noriah and Siti Rahayah (2004a, 2004b), Cox (1978), and Bogdan and Biklen (1997) support this argument.

## **Reference List**

An alphabetically-ordered reference list should be included at the end of the manuscript. All references cited in text must appear in the reference list. Authors are responsible for the accuracy and completeness of all information in a reference.

Several references by the same author(s) should be ordered chronologically (earliest date first). Multiple references of works by an identical author(s) with the same publication date should be arranged alphabetically by the title that follows the date and differentiated by adding lowercase letters (a, b, c, etc.) immediately after the year. For periodicals, include an issue number only if the pages of the periodical are not numbered consecutively throughout the volume (i.e., if each issue begins with page 1).