

# **GUIDELINES FOR AUSTRALIAN ART EDUCATION (AEA/VADEA Research Symposium 2011)**

**Author A. One**  
**Author One's Institution**  
**Author B. Two**  
**Author Two's Institution**

## **Abstract**

*The purpose of these guidelines is to describe how you should prepare your paper for publication for the Australian Art Education journal. You must follow these directions in order to have your paper accepted for publication.*

## **Introduction**

Each submitted paper (2000 words) will be read by at least two (probably three) members of the Editorial Board and guest VADEA editors. If your paper is accepted for publication, you will be notified and you will receive marked-up copies of your paper. You will have two weeks to make final corrections and return your copy prepared for publication.

## **Page Layout**

The page layout provides a consistent style for the journal. The guidelines provided must be used for formatting your paper for it to be accepted.

### **Margins**

All articles must be formatted as a Word document. All pages must be aligned left.

### **Spacing**

Single space the text and major heading groups. Separation between sentences should consist of two spaces before you begin the next sentence. One space should be left between paragraphs.

### **Indenting**

Do not indent at the beginning of paragraphs.

### **Page Numbers**

Do not number the pages.

### **Text body format**

The submitted article must be presented in a continuous format so that the type setter/graphic designer can arrange appropriately for the printer.

### **Images/tables/figures**

You are able to add images, tables or figures to your paper. All tables should be identified with an appropriate caption or label and number.

Images, tables and figures should not be embedded in your document but be submitted separately as jpeg files. They should be clearly labeled LastNameFirstInitial and be consistent with in-document captions or labels eg JonesS.fig1.jpeg.

### **Type**

You must use the Arial font for the text of the paper. The font size for the body should be 10 pt.

### **Title**

The size of the letters in your title should be 14 pt. using Arial font in bold  
Use all upper letters for your title.

### **Author Lines**

The name(s) of the author(s) should appear in the next space below the last title line. Use 10 pt. bold type for this line. You should include only the name of the author(s) on this line. On the next line include

the institution represented. If multiple authors write the paper, include their names and institutions on each consecutive line.

**Abstract**

Your paper must have an abstract. The abstract should be no more than 120 words. It will be headed with the word **Abstract** centered with 10 pt. bold, Arial type. The text of the abstract will follow in 10 pt. italics, The abstract will be separated from the body of the paper by two 10 pt. line spaces.

**Headings And Subheadings**

When using headings and subheadings follow these guidelines:

1st level heading, 10 pt. type, bold, Arial

2nd level heading, 10 pt. type, regular, Arial

All words in headings and subheadings will be typed with the first word beginning with a capital and then lower case.

**Footnotes**

No footnotes allowed.

**References**

Reference lists should follow the American Psychological Association style with no indenting.

e.g. Eisner, E. (1991). *The enlightened eye: Qualitative inquiry & the enhancement of aesthetic experience*. New York: Macmillan.

Refer to the University of Southern Queensland site for help

[http://www.usq.edu.au/library/help/ehelp/ref\\_guides/apastyle/books.htm](http://www.usq.edu.au/library/help/ehelp/ref_guides/apastyle/books.htm)

Your file should be identified by LastNameFirstInitial followed by the Word document extension.

e.g. SmithR.doc

Please forward via email your completed submissions to me at:

[susanne.jones@det.nsw.edu.au](mailto:susanne.jones@det.nsw.edu.au)

Dr Susanne Jones

NSW Department of Education