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Title of Your Paper for the UKFIET 2015 Conference

# ABSTRACT

This file provides both the instructions and the template for papers for the 13th International Conference on Education and Development. The conference paper shall be written in compliance with these instructions. **This template is for individual papers only** – Symposia has its own template named UKFIET-2015-Symposium-Template.docx.

Please delete this text and the text in the sections below as appropriate resulting in a paper with the required sections. **For the authors above, please modify the table adding the authors and deleting any unused text areas. If there are more than three authors, please add another row to the table as required. Remember this is prominent so take care to ensure the formatting remains consistent is advised.**

Please insert your submitted abstract here that you put into the UKFIET submission system (ukfiet.exordo.com). Note, the Conference Programme will be developed using the previously submitted abstract which was considered for inclusion in the conference. There is no leeway to modify the submitted and accepted abstract as this would require the paper to be reviewed again to ensure it remains aligned to the Conference theme. Departure from your submitted abstract is not advisable.

# INTRODUCTION

It is expected that authors will submit carefully written and proofread material taking care to avoid spelling and grammatical errors. The paper should not exceed 5000 words and shorter papers of 3000 words are acceptable. These counts exclude references. Papers are to be written in English.

# paper format

The uniform outlook will help the reader to follow the proceedings. This can be obtained most easily if authors use this template file to construct their papers. Please note the following details: this template is an A4 format with 20 mm (0.8 inch) margins left, right, top and bottom. It is recommended that the Styles are used. If you are not familiar with the benefits and use of styles, please see: <http://www.howtogeek.com/school/microsoft-word-document-formatting-essentials/lesson5/all/>

All text paragraphs should be single spaced. Double spacing should only be used before and after headings and subheadings as shown in this example. Position and style of headings and subheadings should follow this example.

## Header, Footer, Page Numbering

If this template is used when writing the conference paper, headers and footers will be set automatically.

## Fonts

It is recommended the body of your paper should use 12-point font. It is recommended that text in figures is not smaller than 9-point font size.

## Tables and Figures

Figure captions and table headings should be sufficient to explain the figure or table without needing to refer to the text. Figures and tables not cited in the text should not be presented.

The following is the example for Table 1.

Table 1 Title of Example Table

|  |  |  |
| --- | --- | --- |
| AAA | Type X | Type Y |
| Item1 | Item2 | Item3 | Item4 | Item1 | Item2 | Item3 | Item4 |
| BBB | 18 | 44 | 41 | 13 | 17 | 43 | 40. | 10 |
| CCC | 24 | 60. | 61 | 28 | 26 | 63 | 65 | 19 |

Table headings should be centred above the tables. Figure captions should be centred below the figures.



Figure 1: Caption of Example Figure

# SUBMITTING THE Paper

The conference paper has to be submitted by August 14, 2015. To submit the paper, it is the responsibility of the Corresponding Author to do so by uploading it to <http://ukfiet2015.exordo.com>. Please use the logon that you created when you submitted your proposal.

Please note this is only for Paper Submissions. Symposium Submissions must use the other form provided at http://www.ukfiet.org.

## File Name

The file name should be the last name(s) of the author(s) starting with the corresponding author. For example, a multiple author paper file name would be Doe-Gupta-Abebayo.doc.

## PDF for Upload

Also, it is expected that the paper will have a PDF version uploaded with the same name as the Word document. This is a simple process to create a PDF. Should instructions be required, please see: <http://www.wikihow.com/Convert-a-Microsoft-Word-Document-to-PDF-Format>.

# ProgramME and proceedings

Abstracts and conference papers will be compiled into the Conference Programme. This year, the Conference will use a mobile programme thus allowing for delegates to have the ability to read and formulate opinions and questions about your submitted paper before they attend the session.

## Presentation for the Conference

In addition to submitting your conference paper, you are strongly encouraged to upload a short presentation which will be included in the mobile programme. It will be uploaded by the **10th of September** to <http://ukfiet.exordo.com>. Delegates will be able to read your presentation should they wish. This is particularly important for delegates using assistive technologies. As such, the Conference Team encourages you to devote your presentation to your particular position / argument / outcome in order to drive discussion.

For the presentation, general guidance is that you focus on the use of images where possible and limit text. Presentations in parallel paper sessions will be allocated 15 minutes for presentation. Only a handful of slides are needed. The focus of your presentation, as with your paper, should be on a particular argument or outcome of your work. Please assume those who are in the room to hear your presentation are knowledgeable in the field and do not need to be provided a great deal of background information. With the advent of mobile technology, basic terminology and overview information is available by quick internet search for those seeking context.

## Copyright for the Conference and Open Access Publication

Copyright will be given to UKFIET for the purposes of including the paper in the Conference Programme and for the purposes of publishing it within the UKFIET open access area of its Forum.

# conclusion

The purpose of the UKFIET Conference is to entice discussion and debate. It is a unique opportunity to bring together various groups and constituencies involved in Education and Development. Please design your paper and your presentation to entice discussion and questions from your other delegates.

# REFERENCES

Please include references as appropriate. Should you not have a preferred style and/or reference tool, it is recommended to use Zotero (<https://www.zotero.org/>) as it integrates with Word and supports most all reference styles thus quickly generating your reference list in the appropriate format.