

AUTHOR INSTRUCTION

Original Article: Contributions should normally be between 4000 and 7000 words in length.

Review Article: Authors who are planning or preparing larger review-type articles should contact the Editor.

MANUSCRIPT FORMAT

Language: The language of publication is English. Authors for whom English is a second language must have their manuscript professionally edited by an English speaking person before submission to make sure the English is of high quality. It is preferred that manuscripts are professionally edited.

Abbreviations and terminology: Spelling should conform to that of standard dictionaries (e.g. the Shorter Oxford Dictionary or Webster's New Collegiate Dictionary). Style should conform to that of standard manuals of English usage. Scientific measurements should be given in SI units. Abbreviations should be defined when they are first used.

The manuscript contain:

- 1) The title page (including Corresponding Author Name, Designation, e-mail address, full postal address, Contact No.);
- 2) A single-spaced Word file (without your name and address) but with title, abstract, keywords and main article text, with references, figures and figure legends, and tables at the end of the document;

Do not use the carriage return (Enter) at the end of lines within a paragraph.

- Turn the hyphenation option off.
- Use a tab, not spaces, to separate data points in tables.
- If you use a table editor function, ensure that each data point is contained within a unique cell, i.e. do not use carriage returns within cells.

Title Page: The title page should contain the following information in the order given: 1) name, address, fax number and e-mail address of author responsible for correspondence and proofs; 2) a running title, not exceeding 35 letters and spaces; 3) full title of the manuscript; 4) authors' full names; and 5) authors' institutional affiliations, including postal code, city and country. Authorship of papers is not divulged to referees, so it is helpful if author's name(s) and institutions are only referred to on the title page which is retained by the Editor.

Abstract: Supply an abstract of 100-200 words. Below the abstract, provide up to three to six keywords that will assist indexers in cross-indexing your article.

Main Text

All pages should be numbered consecutively in Arabic numerals with figures, figure legends and tables at the end of the document. Tables and figures should be referred to in the text together with an indication of their approximate position. A separate file should also be submitted for each figure. The order of the manuscript should be as follows: Main text, References, Figures, Tables, Appendix.

References

All publications cited in the text should be presented in a list of references following the text of the manuscript. References within the text should cite the authors' names followed by the date of publication, in chronological date order, e.g. (Lewis 1975, Barnett 1992, Chalmers 1994). Where there are three or more authors, the first author's name followed by *et al.* will suffice, e.g. (Barder *et al.* 1994), but all authors should be cited in the reference list. All references should be cited from primary sources.

References follow the Harvard style, i.e. they are listed in alphabetical order of first authors' names. When a paper is cited, the reference list should include authors' surnames and initials, date of publication, title of paper, name of journal, volume number (and issue number where volume pages do not run on), and first and last page numbers.

For example:

Scardamalia M. & Bereiter C. (1994) Computer support for knowledge-building communities. *The Journal of the Learning Sciences* **3**, 265-283.

Cornford J. & Pollock N. (2002) The university campus as resourceful constraint: process and practice in the construction of the virtual university. In *Distributed Learning: Social and Cultural Approches to Practice* (eds Lea M.R. & Nicholl K.), pp. 170-181. Routledge Falmer, London.

Schofield J.W. (1995) *Computers and Classroom Culture*. Cambridge University Press, Cambridge.