Standard and Quality Guidelines for the submissions to the 5th International ERT Symposium
17-19 September 2014

- Submissions made to the symposium should be within the overarching theme of *education for rural transformation* and within the identified main theme (*Reengineering education for flexible learning and social justice*) and subthemes for this symposium.

- Submissions must be at the level of promoting critical discourse, at theoretical and at practical level, on the symposium themes. It is also expected that they aim at promoting theorization of local processes and phenomena contributing to seeing local realities and interpretations on the basis of local world views, values, and perspectives.

- All submissions made to the symposium are strictly assumed that they are not submitted, partly or wholly, anywhere else, nor are they currently being considered for publication or are in the process of publication elsewhere.

- It is also strictly assumed that the submissions are not already published fully or partly anywhere, in print or electronic media.

- When making their submissions, authors declare that their submissions are their own writing and that there are no plagiarized texts in any form either from published or unpublished sources. All borrowed materials should be cited and referenced properly. The authors should fully honor others’ copyright.

- It is the responsibility of the authors to ensure the accuracy of facts, information, or the content in their submissions. Their submissions should not contain any illegal, unauthorized, and unethical contents. All the ideas, discussions, analyses, conclusions drawn in the submissions are solely of the authors and thus they should take all responsibilities of whatsoever is written in their submissions and hence they will have nothing to do with the symposium organizers and the members of the Editorial Board bear no any responsibility for any ideas or facts or information presented in the submissions.

- Submissions must be in English.

- Please give particular attention to making your language non-discriminatory in any way. Avoid sexist and racist terms and adhere to the basic ethical principle of no harm.

- In case copyrighted materials are to be reproduced, it is the responsibility of the authors to obtain permission to reproduce the copyrighted materials. Include the copyright permission letter while submitting such papers.

- Final decisions on acceptance of the submissions will be communicated to the authors via email.
Page Layout and Design

Submissions must be in the following format:

1. Paper size A4, margin of one-inch on all sides.
2. Font: Times New Roman; font size: 12 points (including titles and headings). Text aligned left.
3. Double spacing throughout (except for tables and illustrations, which will be in single space)
4. Indent paragraphs (half-inch).
5. Organize your paper as the Title Page, Abstract Page and the Content Pages. Specific details for panel paper are provided below (see point 17).

6. Formatting the Title Page:
The title page includes (in the order of): Running head, main title of the paper (regular, centered, heading style capitalization), subtitle (centered, heading style capitalization), author information, information on the paper type (individual/panel), and the date when the paper is emailed/uploaded.

Author information

Place author information at least one empty line below the title. First put your name (First name, middle name, surname); on a new line – institution, town/city and country (all italicized); and on a new line your email address.

In case there are multiple authors, give information of the lead author first and subsequently of other authors. Examples,

Two/more authors, one affiliation:
James Smith1*, Kelley Brown2, and Isa bin Osman3
Educational Research Institute, Princeton, New Jersey, USA
1Email
2Email
3Email

Two authors, two affiliations:
Jie Ying Li*
Capital Normal University, Beijing, China
Email

Bikram Pratap Singh Chauhan
Jawaharlal Nehru University, New Delhi, India
Email
Three authors, two affiliations:
Tamirat Tora*
Department of Sociology, Wolaita Sodo University, Wolaita Sodo, Ethiopia
Email
Tuomi Koivula¹ and Mika Lahtero²
University of Jyväskylä, Jyväskylä, Finland
¹Email
²Email

Add* after the name of the corresponding author as given in the examples above. We communicate with the corresponding author.

At the end of the title page, indicate the type of your paper by typing “Individual Paper” or “Panel Paper” (irrespective of number of authors all papers that are not panel papers are individual papers) and then on the next line type the date you email or upload your paper.

While emailing the abstract or full paper write in the subject line:
Abstract – Individual paper (if you are submitting abstract for the individual paper)
Abstract – Panel paper (if you are submitting abstract for the panel paper)
Full paper – Individual (if you are submitting full paper as the individual paper)
Full paper – Panel (if you are submitting full paper as the panel paper)

While uploading the paper, there will be options to specify the type of your paper. You need to select the option as per the type of your paper.

7. The second page is the ‘Abstract’ page. The title of the section (Abstract) should be formatted as a section head (i.e. Centered, boldface, headline style capitalization).

8. The main paper (do not repeat the title) begins on a new page after the abstract and includes: the main text, endnotes (if any), acknowledgements (if any), references, and appendices (if any).

9. Tables should, as far as possible, be created simply using MS Word Table function. All tables must be numbered and flushed left. On a new line give the title of the table (Capitalize Each Major Words in the Title). The title needs to be italicized. If necessary give table notes immediately below the table. Table number, title, and notes should come in double space. However, contents within the tables are to be single spaced. Within tables, font size could range from 8-12 points.

10. Illustrations and figures must also be numbered and captioned. Within figures, font size could range from 8 to 12 points. Figures should be formatted as: Figure 1. Conceptual framework of the study. Remember, table caption (title) should be placed before the table, whilst the figure caption (title) should be placed below the figure.

11. Numbered and bulleted points: Indent numbers and bullets (half inch), turned over lines should be aligned with the text of the line above.
12. For emphasis, please use *italics*, not **bold** or *underline*. Similarly, *italics* should also be used for non-English words, titles of books, plays, etc.

13. Quotations less than 40 words are included within the paragraph enclosed by quotation marks. But if the quotations are more than 40 words, you must use the block quote format. Begin the quote on a new line, indent the quoted text, and do not use quotation marks.

14. Maintain the levels of headings as suggested below:
   - Level 1 headings: Centered, boldface, headline style capitalization
   - Level 2 headings: Flush left, boldface, headline style capitalization
   - Level 3 headings: Indented, boldface, sentence style capitalization, a period.
   - Level 4 headings: Indented, boldface, italicized, sentence style capitalization, a period.
   - Level 5 headings: Indented, italicized, sentence style capitalization, a period.

15. Insert page number (flush right) in all pages.

16. All submissions must adhere to the following word limits:
   - **Individual paper**
     - Abstract Only: 500-800 words
     - Full Paper: 5000-6000 words (The abstract in the full individual paper should only be about 150 words)
   - **Panel paper**
     - Panel Abstract Only: 1000-1500 words
     - Full Panel Paper: 12000-15000 words (The abstract in the full panel paper should only be about 150 words)

17. **Specific Guidelines for Panel Papers**

   A panel paper should have three to five participants and their papers must be around a unified theme in accordance with the theme of the symposium. The panel leader is supposed to submit one panel paper describing the panel theme and individual papers. The panel abstract is to be 1000-1500 words long.

   If the panel abstract is accepted, the panel leader should submit a full panel paper of 12000-15000 words adhering closely to the following formatting specifications.

   a. First page

      **Title of the Panel Paper**

      *(see point 6 above for the style of giving name and information of panel leaders and members)*

   b. Second page

      **Panel Abstract**

      The panel abstract should be an inclusive summary of all the papers from the panelists. The abstract here should be around 150 words only.

   c. Third page onwards: Main panel paper; synthesizing all papers from the panelists (Panel Leader is supposed to be responsible for this).
Plus:
Individual papers from the panelists adhering to the following formatting specifications:

a. First Page:

   **Title of the Paper**
   
   Panelists A, B, C, D, or E
   
   **Affiliation**
   
   Email
   
   **Abstract**
   
   The abstract should be of about 150 words.

b. Second page onwards: The main paper (do not repeat the title) begins on this page and includes: the main text, endnotes, acknowledgements (if any), references, and appendices (if any).

18. Basic Citation and Referencing Guidelines

Please adhere to the following in-text citation and referencing mechanics as far as practicable.

**In-text Citations**

The simple practice of in-text citation follows the author/date format. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Example: Gnawali (2008) says, “In the teaching profession, the pedagogic knowledge and skills a trainee teacher gets at the training college are not sufficient for his life long career” (p. 219). When we paraphrase page number is not necessary. Example, It has also been noted that the knowledge and skills teachers acquire during their college days are not enough for their future career (Gnawali, 2008). The general rules of in-text citations are as follows:

a. 1 author (Lawoti, 2005) (Lawoti, 2005, p. 25)

b. 2 authors (Gautam & Basnet, 2004, pp. 24-48)

c. 3/5 authors (Gautam, Basnet, Chaudhari, Tamang, & Tharu, 2003); Subsequent citations: (Gautam et al., 2003)

d. 6+ authors (Gurung et al., 2001)

e. Chapter (Lawoti, 2005, chap. 2)

f. No identified author:

   Use a short title (or the full title if it is short) of an article, a chapter, a newsletter, or a web page enclosed in quotation marks for the parenthetical citation: ("Shortened Title," 2012)

   Italicize the title of a periodical, a book, a brochure, or a report (*College Bound Seniors*, 2008)
g. Organization as author (Kathmandu University [KU], 2004) Next cite: (KU, 2004)

h. In Press (Subedi, in press)

i. Personal communication (These are not included in References) (S. Upretee, personal communication, July 4, 2012)

j. Multiple sources (Lawoti, 2005; Gurung, 2001; Tamang, 1990)

k. No date (Dhungana, n.d.)

l. Two authors with the same last name (Sharma, T. N., 1999) (Sharma, A., 2008)

m. Multiple works by the same author with the same publication year (Luitel, 2010a) (Luitel, 2010b) (Luitel, 2010a, 2010b)

n. Multiple works by the same author within the same parentheses (Luitel, 2010, 2012, in press)

References

'References' is the alphabetical list of the works cited in the text of the paper. It provides information necessary for a reader to locate and retrieve any source you have cited in your main paper.

At the end of your paper separated from your main text – on a new page – type ‘References’, centered, boldface, and list all sources in alphabetical order of authors' surnames, and then chronologically (earliest publication date first) for each author where more than one work by that author is cited. Each source you have cited in the main paper must appear in the list of references. No sources should be referenced that are not cited in the text.

All lines after the first line of each entry in your reference list should be indented (aka hanging indentation) one-half inch from the left margin. References should be double-spaced just like the rest of your paper.

Here are some basic reference examples.

a. A book with a single author


b. A book with two or more authors


c. An edited book

d. A single chapter/paper in an edited book

e. Corporate author

f. An article from a periodical journal, newsletter or magazine

g. An article from an online source

h. Entry in an online reference work, no author or editor

i. An unpublished thesis/dissertation

j. Non-English book

k. Translated book


l. Encyclopedia article

m. *Multiple authors (up to seven)*


n. *Eight or more authors*


o. *Newspaper article*