**Author guidelines for peer-reviewed papers for the 2020 AVETRA conference**

**Paper submission for optional double blind refereeing:**

**Your paper** should be sent to Jason Skues at [jskues@swin.edu.au](mailto:jskues@swin.edu.au) by March 2nd, 2020. This will enable papers to be peer-reviewed and distributed in the conference proceedings as well as identified as peer-reviewed on the website.

**De-identification**

**Your paper should be de-identified and not state the author’s name, organisation or any references or text that may indicate authorship. The first title page should contain just the title and the abstract *with no author or organisation stated.***

**Send with your paper a separate file that states:**

* **Title**
* **Authors**
* **Author affiliations**
* **Contact details of author who will be handling correspondence.**
* **A statement that “This paper has not been published before, and all data was collect according to ethical clearances gained from X organisation”.**

**Paper structure**

It is suggested that you follow the scheme below where appropriate to your paper:

1. **Abstract**

* You must use the abstract that was accepted after abstract reviewing, unless it needs to be updated for data you have collected recently.

2. **Introduction**

* What are the context and the symptoms of the problem? Why should it be explored and investigated? What does this research achieve?

3. **Literature review**

* What had been said about this issue before? What research has been done in this area before? What did it find? What is the research gap you are therefore investigating?

4. **Research method**

* What is your research approach and why? From who was ethical clearance obtained (if needed)?
* What is the population, and why is your sample relevant? How did you choose and construct your instruments? How did you collect and analyse your data? How did you ensure reliability, validity, and what were the limitations?

5. **Findings and discussion**

* Describe the data collected with an overview. Focus on the key issues emerging. Link the key findings to prior literature. What does the study say to stakeholders and contribute to theory? What are messages for future researchers?

6. **Conclusions**

7. **Acknowledgements (where appropriate)**

8. **References**

**Format**

**Length:**

* Papers should be 6-10 pages *including* references and any appendices.

**Text Instruction for Proceedings:**

* 12-point, normal weight, Times New Roman.

**Page margins:**

* Page margins should be the Word defaults for A4 paper:
  + Top and bottom … 25.4 mm or 1 inch;
  + Left and right … 31.7 mm or 1.25 inches.

**Text and paragraphs:**

1. Text should be justified on both the right and left sides.  
  
2. The first page begins with the **title** of the paper set in 14-point bold type, centred. Use lower-case letters for all words in the title except for the first word and all proper nouns.   
  
3. On the line beneath the title of the paper, enter the **name and organisational affiliation** of the authors in 11-point italic type, centred. *(This will be for your final version after reviewing)*  
  
4. Place two lines of space (two returns) between the last line of the author listing and the first heading of your paper (i.e., Abstract).   
  
5. Section headings should be 12-point bold type, left alignment only. Separate the section headings from the rest of the text with one line of space (one return) before and one line after the heading. Any second level headings should be italicised, 12-point.   
  
6. Paragraphs should not be indented; instead, separate paragraphs with one line of space.   
  
7. Pages should be numbered.   
  
8. Figure and table captions should be 10-point Arial, bolded. Figures and tables should be numbered.   
  
10. Please use APA author/date system (not footnoting) for references. Reference list should be prepared using the following examples as a guide:

Billett, S. (2001). Learning throughout working life: Interdependencies at work. *Studies in Continuing Education*, 23:1, 19-35.

Smith, R.M. (1984). *Learning how to learn: Applied theory for adults*. Open University Press, Milton Keynes.