



Guidelines for authors of papers

The success of the conference depends on the contribution of educators and technologists. You are invited to write and present a paper relevant to the conference aim and themes. Delegates will include people involved in technology, both in an educational sense and in the wider community – educators from primary, secondary and tertiary sectors, and practising technologists.

The Conference

TENZ eighth biennial conference will be held in Dunedin from **26-28th July 2011**.

The conference has a different emphasis on each day. Keynote sessions are followed by a wide choice of workshops, presentations and visits to technology-based enterprise. The TENZ 2011 Conference Committee's aim is that all delegates will improve their understanding of Technology in the New Zealand Curriculum 2007.

The Ministry of Education will once again offer a Curriculum Leaders Day in conjunction with the Conference and this will be held on Monday 25th July.

Theme

Possibilities and Pathways - How do students in Technology travel the path to literacy?

Aims

To develop educator understanding of:

- Technological literacy
- Alignment across the sectors within and between disciplines
- Coherency of planning for progression and achievement across sectors

To make it as easy as possible to referee and publish papers please use the following guidelines.

Paper layout

- References (if you have any) should accord with the author/date style.
- The maximum length of papers is ten (10) pages including abstract, appendices, tables and figures.
- Text should be single line spacing and diagrams should be sharp and clear originals.
- The abstract should be in italics in 12 point.
- Text should be left justified using Times New Roman font in 12 point.
- Table titles and number should be located above and centred.
- Figure titles and number should be located below and centred.
- All tables and figures must be located within the prescribed margins.
- Left margins should be set at 35mm, right margins 25 mm and top/bottom margins 25mm.
- Do not use endnotes, headers and footers.
- Number all pages.

Format

The format for the beginning of the paper is as follows: The title is centred, capitalised and bolded using 14 point. The author's name and affiliation should be in italic style and centred using 12 point. Multiple authors' names should each be on a new line. First level headings should be lower case, bold and flush left. Second level headings should be lower case, in italic style and flush left.

Charts and diagrams

The publication is in black and white. Do not use colour or shading for charts or diagrams. If charts or figures need shading for emphasis, instead please use patterns i.e. herringbone, stripes, dots etc.

PLEASE DO NOT EMBED GRAPHICS.

Copyright

All material presented at TENZ 2011 remains the copyright of the authors. However, Technology Education New Zealand (TENZ) reserves the right to publish and distribute this information as required. This includes publication in the conference programme and proceedings, and on the TENZ website.

Refereeing

Papers will be read by members of the Conference Advisory Committee who will consider the information to determine the paper's relevance to the theme and aims of the conference and its intended audience. Based on the information provided, the paper will be accepted, provisionally accepted or declined. In the case of provisional acceptance recommendations will be made. Information provided will also be used to schedule papers.

Information about presenters and papers

The following information is required for inclusion in the Conference programme. Please include this information as a separate file attachment to your email.

- Title of paper
- Presenter(s) first and last names (If the paper is to be presented by more than one person, please name all presenters.)
- 200 word abstract of paper
- Intended audience
- Presentation setting. Please indicate if your presentation will include any workshop activity that may require specialist facilities or equipment you are unable to provide or seating other than classroom style (rows of tables and chairs).
- Biographical information about presenter (To be used to introduce your session at the Conference.)
- Audio-visual requirements

Forwarding instructions

- Please send your paper to the Conference Convenor in electronic format as a file attachment to your email in MS Word.
- Send your **full paper** as well as **Information about presenters and papers** to reach the Conference Convenor no later than 22 April 2011.
- This due date is not negotiable and any paper received after 22 April 2011 cannot be included in the conference proceedings. Presenters who miss the due date will need to bring multiple copies of their paper to the conference.

Send your files to the Conference Convenor tenz2011@ipenz.org.nz