



## Guidelines for Authors of Papers

The success of the conference will rely on the contribution of teachers, lecturers, and technologists. You are invited to present a paper relevant to the conference aims. Delegates will include people involved in technology and hangarau, both in an educational sense and in the wider community – educators from primary, secondary and tertiary sectors, careers/ transitions teachers and practising technologists. The organising committee wish to emphasise the role of the primary sector in establishing positive attitudes and fostering passion in Technology.

### The Conference

#### Theme

*"Technology Education- A Future in Technology"*

#### Aims:

- Identify technology career paths
- Demonstrate how practice is informed by theory
- Create opportunities for teacher motivation and development
  - Have teachers teaching teachers
  - Showcase students' work.

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 enterprises. The theme for each day follows:

Day 1: Delegates will be welcomed with a powhiri and the official opening of the conference at the Christchurch College of Education. A variety of workshops and papers will be presented with a focus on exposing and *up-skilling teachers* in a variety of fields within technology. Share your areas of expertise in either the theoretical or practical fields.

Day 2 has a focus on *Teachers in the Classroom*: Teachers thrive on gathering ideas for their own classroom practice. A variety of papers, workshops and visits will make up this day. This is an opportunity to share your innovative ideas so that students from around the country can benefit from you passion. The day will conclude with an exciting and unique conference dinner amongst the planes at the Airforce Museum

Day 3 focuses on *career pathways*. Technology Education leads to a wide range of careers. The aim of this day is to increase the value that teachers and students place on technology education and to foster an awareness of the variety and nature of careers that can stem from quality technology education programmes. A variety of keynotes and papers will make up this day.

**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 typed, single line spacing and diagrams should be sharp and clear originals. Do not use colour or shading. Instead, please use patterns.
- 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 centered, 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 2005 remains the copyright of the authors. However, Technology Education New Zealand 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. Members will consider the information to determine the workshop's relevance to the theme and aims of the conference and its intended audience. Based on the information provided, the workshop outline 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 workshops.

## TENZ 2005

### Information about presenters and papers

The following information is required for inclusion in the Conference programme.

1. 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
2. Please also 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).
3. Biographical information about presenter (to be used to introduce your session at the Conference)
4. Audio-visual requirements
5. Forwarding instructions
6. Please send your paper to the TENZ2005 Conference Administrator in electronic format as a file attachment to your email in MS Word. However, to ensure that we publish your paper exactly as you intended, and especially if you have tables and/or diagrams, it is necessary for you send us a hard copy as well.
7. Forward your full paper as well as Information about presenters and papers to reach the Conference Administrator no later than 30 June 2005. Regrettably, this due date is not negotiable and any paper received after 30 June 2005 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.
8. Send your file and hard copy to the Conference Administrator at the address below.

Megan Rodden  
TENZ 2005 Conference Administrator  
IPENZ  
PO Box 12 241  
Wellington  
NEW ZEALAND  
phone: (04) 473 2021 fax: (04) 474 8933  
international phone: 64 4 473 2021 fax: 64 4 474 8933  
email: [tenz@ipenz.org.nz](mailto:tenz@ipenz.org.nz)