Author's Checklist

Please may use the following list to check that you have completed all the requirements before sending out your paper. Please do not send this page, as it is only for your information.

Note that there are only two <u>due dates</u> [hyperlink to the key dates] for submissions:

- Students' research papers and Teachers' presentation abstracts must be received by the first date (15 September 2013).

- Research papers are due by the second date (30 September 2013).

- Papers which do not abide by the instructions for authors and the points below will not be considered for review.

- Authors who are submitting two papers must ensure that they are distinctly different and also saved as different files.

Checklist:

➢ The relevant template for the submission was used.

➢ Text must run through a U.K. English dictionary spell-checker <u>and</u> grammar checker.

➢ Text has been carefully proof-read by someone else.

➢ The name of the presenter(s) is underlined.

➢ Document format conforms to the page size, number of pages and all other specifications in the template/instructions.
(Note: especially the format for tables, figures and their labels)

➢ Font sizes follow the specifications in the template and have not been changed.

- All works cited in the text appear in the reference list, and vice versa.

- Your file has been saved as .doc or .docx (for Microsoft Word user) or .tex (for LaTeX user). LaTeX users must also send in your .pdf version of the submission.

- Files have been checked to be virus-free.