

Guidelines for Submitting Refereed Papers

- Papers for refereeing are due by **3 October**
- Reviewed papers will be returned by **19 October**
- For those papers where revision is needed, the final paper will be required by **12 November**
- **Please submit all papers as Word attachments to: Rae Trewartha – olivia@conference.nz**
- Calibri size 12 **font** throughout
- 1.5 **line spacing** on A4 paper
- 2.54 cm **margins** on all sides
- Pages **numbered**
- All **headings** bold
- **Title page:** Title of paper, name of author/s; their institutional affiliations and their contact details
- **First page of paper:** Title of paper followed by abstract – with no identifying details
- **Referencing:** Please follow APA (6th edition) referencing guidelines and do not place endnotes at the bottom of pages – these are best avoided, but if you do need to use them please number them with superscript and place them at the end of your paper.
- **Word count:** Papers should be of a length that reflects the time slot presenters have to deliver them in at the conference but should not, generally, be more than 5000 words.

Before submitting your paper, please check that you have proofread it and followed the guidelines above.