



## International Symposium on Lifelong Learning 2011 Guidelines for Submission of Full Paper

The Symposium welcomes attendees to submit papers on topics closely related to the theme and sub-themes of the Symposium. The paper will be considered for inclusion in a special issue of an international journal (currently under negotiation) on the topic of the Symposium, and for an edited volume being prepared for the international publisher Routledge.

### Requirements of the Paper

#### (1) Originality and copyrights

Manuscripts are accepted for consideration with the understanding that they are original and have not been published or under review elsewhere. Authors are responsible for obtaining written permission prior to reproduce any copyrighted materials in their manuscripts.

The views expressed in the publication are those of the authors and do not necessarily reflect the position of the Symposium or The Hong Kong Institute of Education.

#### (2) Language and length

The manuscript should be written in English, in approximately 6,000 words.

#### (3) Format and style

The manuscript should be presented in accordance with the style suggested by the Publication Manual of the American Psychological Association (5th edition), and be formatted to the following specifications:

<i>Paper:</i>	A4 Portrait (21 x 29.7cm)
<i>Margins:</i>	2.5cm at all sides
<i>Paragraph:</i>	Justified, single-spaced, indent new paragraph
<i>Font:</i>	12 point Times New Roman
<i>Page number:</i>	Arabic, at bottom right

For tables, charts, figures and images:

- should be of good quality, clearly reproducible in either B/W or color format
- each with a number, heading and source (if applicable)
- be referenced within the text

#### (4) Paper contents

Please arrange the paper contents in the following order.

##### (a) Title

Please give the paper title.

- (b) Authors' information  
Basic information of each author and co-author (if applicable), including name, position, affiliation and contact information.
- (c) Abstract  
A 200-word abstract that summarizes the research question, approach and findings.
- (d) Keywords  
At most 5 keywords should be provided below the abstract.
- (e) Main texts  
The body of the paper should consist of 6,000 words, in the format stipulated in section (3) above.
- (f) Reference  
In APA (5th edition) format.

### Submission of Paper

Interested parties are requested to:

- prepare the full paper in MS-Word format and name the file with author's name (e.g. file submitted by Prof. Rupert Maclean should be named r\_maclean.doc); and
- send the file via email attachment to: [isll@ied.edu.hk](mailto:isll@ied.edu.hk) by end of February 2011.

### Enquiries

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