

## 1/ Abstracts for Parallel Session Papers

We invite **Parallel Session Papers** and **Poster Papers** that are reporting well developed research and development work.

You will be asked provide in your online submission:

- Presenter name(s), title(s) and organisational affiliation(s);
- Email address and a short biography of each presenter (max 100 words);
- A picture (headshot) of each presenter (JPG or PNG format, minimum size 180px x 180px);
- An Abstract which should indicate the following;
  - the nature of the paper, for example, whether it is a report of completed research, work in progress, 'blue skies' thinking, an analytical or discussion paper or a demonstration project;
  - whether it is a parallel session paper (which you will present either physically or online) **or** a poster paper (which will on view at the conference at specific times)
  - the issues the paper raises;
  - the relationship of the paper to other literature and research;
  - the approach to the topic, and where relevant an outline of methodology; and
  - where appropriate your conclusions and recommendations.

Abstracts should not exceed 500 words and be in Word format. The working language for the conference is English.

Lastly, please supply a list of keywords (separated by commas) and the conference sub-theme that applies to your presentation.

Abstracts must be submitted through the form, <https://www.lyyti.in/pascalconference2022cfp> by **September 6th, 2022** and will be peer reviewed. If the abstract has more than one presenter, please fill in their information through this form <https://www.lyyti.in/pascalconference2022cfppresenters>

Contributors will be notified regarding acceptance of their papers by **September 20<sup>th</sup>, 2022**.

If your paper is accepted for a poster session then requirements will also be made known to you by **September 20<sup>th</sup>, 2022**.

## 2/ Final Papers

If your paper (whether it is for a parallel session or a poster) is accepted you will be asked for:

- An optional full paper in Word format for presentation in the Conference Proceedings, which will be published and refereed. This will be subject to specific technical requirements with which you will be provided with;
- Technical requirements for your presentation.

Each paper accepted for presentation in a parallel session will be allocated 30 minutes. Presentations should be no longer than 20 minutes, leaving at least 10 minutes for discussion and questions.

For full papers to be included in the Conference Proceedings they must be submitted **October 17<sup>th</sup>, 2022**. Papers should not exceed 5000 words.

Selected papers may be chosen for publication in revised form in book format after the Conference, subject to a full refereeing process.

A number of journals will offer **special issues** related to the conference, and these opportunities will be posted on the Conference website.

A **Conference Report** will be produced, summarising what has been learned from the Conference and future steps.

### 3/ Guidelines on preparing full papers for publication as Proceedings

These guidelines are intended to help you and us – the better prepared a paper is the more efficiently it will pass through our production process.

#### Notes for Contributors

- Please pay particular attention to the **References** and **Figures** sections.
- Please make sure the style you use is *consistent* throughout the paper
- Papers that do not follow the style required will be returned to the author for revision.
- There is a lot of detail below. You need not read it all, but please pay particular attention to the items in red.

#### Submission of manuscripts

- Papers should be between 4,000 and 5,000 words including references.
- The preferred word processing format is MS Word. PDFs cannot be accepted.
- The following **must** be included on the manuscript:
  - Title and subtitle

- Author names and affiliations for all authors and email address of the corresponding author
- Abstract of no more than 500 words (this should be as already submitted)
- 3-6 key words, all in lower case except for proper nouns (this should be as already submitted)
- Figures are submitted as separate files (see below). Figures embedded within Word documents will not be accepted.
- References follow the APA style.

Papers should be submitted through the form <https://www.lyyti.in/pascalconference2022cfp>

## Paper style points

- UK punctuation throughout paper.
- UK spelling consistently throughout the paper (-ise/-yse NOT -ize/-yze) but retain American spelling in American proper names, such as Pearl Harbor, and in quotes and UK spelling in UK proper names and UK quotes.
- Use single spaces after all punctuation. Initials should also be spaced, A. J. Smith not A.J. Smith (NB, i.e. and e.g. are exceptions); space after the point in the following contractions: ed., p., pp., ch., vol., etc.
- Use minimum capitalisation in all headings: i.e. use initial capitals for first word and proper nouns only (use different typesizes to distinguish different levels of heading).
- Page numbers are elided: 4–7, 8–13, 16–18 (not 16–8), 20–7, 34–76, 104–6, 136–42. Use an en rule if possible between number spans
- Dates are written in full: 31 January 1678.
- Years are elided to two digits: 1674–89, 1674–77, 1674–1723.
- Apostrophe: Thomas's, Jones's, but Moses', Bridges', i.e. when the word ending is pronounced 'iz', use an apostrophe only.

## Quotations

- Use single quote marks for quotations integrated within the text, and double quote marks for quotes within these quotes. Place the source citation after the closing quotation mark but before the final full point.
- When quotation marks enclose less than a complete sentence, the closing quote mark should precede the final punctuation. When quotation marks enclose a complete sentence or more, the closing quote should follow the final punctuation.
- Quotations that are longer than five lines should become indented extracts, with one line space above and below, with no quotation marks unless it's direct speech. Place the source citation immediately after the closing full point with no further punctuation after it.

- Use three dots with a space either side ... to indicate material missing within a quote (but NOT at the beginning of a quote). Use four dots to indicate material missing at the end of a sentence ....

## Numbers

- Spell out numbers below 100, use digits for numbers over 100.
- Exceptions to this: for numbers in a mixed sequence (i.e. under and over 100) use digits; numbers giving exact measurements or units of measurements such as 7 kg, 15.8 mm; 5.00 p.m. (but five o'clock); phrases involving hundreds, thousands, millions, etc. should be written; where round numbers are given (e.g. two hundred, fifteen thousand) they should be written.
- Units of measurement: no 's' to appear in plural (5 kg not 5 kgs). If pre-decimal currency is used, follow this style: £5 15s 6d.
- Always put a number on either side of a decimal point, e.g., 0.6 (not .6)

## Abbreviations/punctuation/spacing

- Uncommon abbreviations should be avoided, or explained at their first occurrence.
- *Idem, loc. cit., op. cit.* should not be used.
- '&' may be used for names of companies, institutions, etc. (Faber & Faber). Otherwise use 'and'.
- cf. (roman, not italic): note that cf. means 'compare', not 'see'.
- fos for 'folios', not ff. which means 'following'.
- ll. ('lines') should be avoided as it can be confused with roman numeral II or arabic 11: spell out instead.
- per cent (not percent): use % only in tables.
- v. not vs. (roman, not italic).
- Use full points after abbreviations (e.g., i.e., etc., *ibid.*, v., Ph.D., vol., p.m., Prof., Rev., ed.) except per cent (two words).
- Do not use a full point in the following cases: after units of measurement (kg, mm, cm); contractions (vols, eds, Dr, Mrs, Mr, Ltd, i.e. where first and last letters are given) except no. (number); initials (BBC, DNA, GMT, NATO, USA, ICI, TV), except name initials which should also be spaced (T. S. Eliot).
- No apostrophe with common abbreviations (phone, bus, pram, etc.).
- Insert a space after p., no., vol., fos (p. 67, not p.67) and include a space between numbers and units of measurement such as kg, mm, p.m. (5 kg, not 5kg).

## Italic/bold

- Use italic for titles of publications (except series), including journals and books (except the Bible, the Koran, etc.), and for TV programmes, videos, films, plays, radio programmes and titled musical works (but use roman for Symphony no. 5 in C minor, etc.).
- Use italic for titles of long poems (e.g., *Four Quartets*), but roman enclosed in quotation marks for short poems.
- Use italic for titles of paintings and sculpture, names of ships; species and varieties; foreign terms and phrases (except anglicised terms, such as 'elite', 'role', 'naive', which should appear without accents, and except for those phrases which are quotations); names of parties in legal cases (but leave the v. in roman, e.g. *Churchill v. Wilson*); directions to the reader and stage directions, such as *see also* and *above*; *ibid.*, *et al.*, *c.* (NB do not use *ca.*), but *via*, *vice versa*, *i.e.*, *e.g.* are roman.
- As a general rule, avoid using bold type – headings will be marked up later and should be in roman; if emphasis is required, italic is preferred.

## Job titles/affiliations/subjects

- the King (referring to a specific individual), but a king.
- Member of Parliament.
- the President, but a president, presidential (NB for Vice-President and other compound titles, capitalise both initials).
- the Prime Minister, but a prime minister.
- the Professor of Political Science, but a professor of political science.

## Institutions/organisations/places

- the Church (institution) but the church (building).
- the Crown (meaning the monarchy).
- the Government (specific) but the government (general).
- House of Commons/Lords (always initial caps) and also the House.
- Liberal (use cap. only for Liberal Party or party member) and also applies to Conservative, Labour, Communist, etc.
- Northern Ireland, but northern England.
- the Parliament but parliamentary.
- the Senate (always cap.).
- the State (when referring to political communities).
- the West, Western Europe, etc., but western England.

## Note on bias/gender/racial and ethnic groups

- Avoid using terms and phrases which express gender, racial or other bias, examples are: humanity or humankind, not mankind; workers or workforce, not workmen; chairperson or chair, not chairman; artisan or craftsperson, not craftsman; firefighters not firemen; manufactured, not manmade; ancestors, not forefathers; senior citizens or the elderly, not old people; person with a disability or differently abled person, not cripple or handicapped/retarded/disabled person.
- Use 'he or she', 'her or him' (note alphabetical order); do not refer to objects or places (such as ships and countries as 'she': use 'it').
- Be specific and accurate when referring to a racial, ethnic or national group.
  - The word aborigine signifies the original inhabitants of any country; for native Australians use Aborigine with a capital A.
  - Afro-Caribbean, African or black African etc., are preferable.
  - Asian covers the whole of Asia, not just India and Pakistan: be more specific if possible.
  - Avoid 'coloured people': specify racial/ethnic origin.
  - Eskimo: use Inuit instead.
  - Europe includes East Europe and cannot be substituted for West Europe or European Community.
  - Use Native American or Native Canadian, not Indian (which signifies a native of India) or Red Indian.
  - North America: remember this includes Canada and Mexico; use United States if this is what is meant.
  - Use 'in Britain' or 'in France' not 'at home'.

## References

Citations follow the author-date system. References should be given, in alphabetical order by author, at the end of the paper. In citing references, please use APA style as in the examples below.

Endnotes will not normally be accepted and should only be used for supplementary information, not references.

### Journal article

Duke, C. (2008). Trapped in a Local History: Why did Extramural Fail to Engage in The Era of Engagement? *Journal of Adult and Continuing Education*, 14(2), 213–232. <http://dx.doi.org/10.7227/JACE.14.2.8>

- Do not indicate issue number unless each issue starts from page 1
- Use DOI where available
- For advance, online ahead of print, articles add 'Advance online publication' in place of volume number
- For internet only articles, add 'Retrieved from [URL]' if there is no DOI

### Books

Shrosbree, C. (2011). *Public Schools and Private Education: The Clarendon Commission 1861-64 and the Public Schools Acts*. Manchester, UK: Manchester University Press.

- For publishing location, use city and state/country abbreviation
- For editions after first, place (Xth ed.) after title

### Chapter in an Edited Book

Dart, B. (1997). Adult Learners' Metacognitive Behaviour in Higher Education. In P. Sutherland (Ed.), *Adult Learning: A Reader* (pp. 30–46). London, UK: Kogan Page.

- Use pp. before pages of chapter

### Webpage

NIACE. (2014, January 29). Making Learning Work for Homeless Adults. Retrieved January 29, 2014, from <http://www.niace.org.uk/news/making-learning-work-for-homeless-adults>

- Use (n.d.) if there is no date of publication
- Do not use a full stop after URL
- If there is no author, the title of the page moves to the first position, followed by the publication date

### Report

House of Commons Public Accounts Committee. (2009). *Skills for Life: Progress in Improving Adult Literacy and Numeracy*. London: Author.

- If the publisher is the author institution, put 'Author' rather than repeat the institution name
- If the report is not the first edition, indicate this in the same manner as a book

### Newspaper or magazine article

Adams, R. (2014, January 30). Lengthen school days and cut holidays, says former Tory adviser. *The Guardian*. p. 12.

- Use p. for single page citations and pp. for multiple page citations

## Figures

Inclusion of figures in the final paper is subject to approval by the Editor of the Proceedings.

- Figures must be numbered as Figure 1, 2 etc. in the order they are to appear and must be cited in the text (e.g. 'see Figure 1').
- If a figure consists of more than one image then label them as Figure 1 (a), (b), etc.
- Indicate the desired position of the figure in your paper by inserting the figure caption into the text of your paper. Due to typesetting constraints it may not always be possible to place the figure in the same precise location.
- The caption should be brief, use minimum capitalisation and should be followed by the named source / credit for the illustration.

### Scans and electronic images

- **Images embedded in Word documents will not be accepted;**
- Images should ideally have a resolution of 300 dpi and be of a reasonable size and clarity;
- Preferable formats are .TIF and .EPS but .JPG is also acceptable;
- Screen grabs and images saved from websites are usually low resolution, rarely usable and difficult to get copyright for.

### Line drawings

- These are images such as bar charts and line graphs.
- Line drawings should ideally have a resolution of 1200 dpi. They should be submitted as electronic files in their original file format (e.g. .XLS if a chart created in Excel or .EPS if an illustration created in Adobe Illustrator).

### Permissions

- All permissions to reproduce images should be cleared with the copyright holder before final submission of the revised typescript

- Authors are responsible for paying any copyright fees for use of images. However, please **do not** pay any fees before your paper has been accepted and the proposed images approved.

## Tables

- Submit tables should preferably as separate MS Word files. See example below for table layout.
- Unless the table is the original work of the author it should have a source line underneath, indicating where the information, statistics, etc. came from.
- Use a solid rule above and below column headings and solid rule at foot of columns. No rules in body of table and no vertical rules.
- Any notes should be given at the foot of the table (they should not be included among notes to the text). Use lower-case, superscript letters rather than numbers, to avoid confusion.

Table 7.23 *The distribution of lead exports from England to the Baltic, decennial intervals 1565–95*

Destination	1565		1575		1585		1595	
	Ship-pound	%	Ship-pound	%	Ship-pound	%	Ship-pound	%
Danzig	342.0	63.2	300.0	51.8	–	–	–	–
Elbing	–	–	–	–	777.0	99.8	264.0	87.2
Other	129.9	2.0	236.0	48.0	666.0	87.1	225.0	81.0
<b>Totals</b>	<b>541.0</b>	<b>100.0</b>	<b>579.0</b>	<b>100.0</b>	<b>778.5</b>	<b>100.0</b>	<b>302.5</b>	<b>100.0</b>

Note: Sample table therefore figures not arithmetically correct

Source: *Tabellerover skibsfar...*, Vol. xi A, pp. 19, 51, 105.