

## Procedure for Submitting Papers - Part 2.

**Part 2 provides procedure for submitting a conference paper including:**

### **Required Paper Format and APA Referencing:**

**N.B.** To submit a paper: *Complete Part 3*: Cover Sheet and Presentation Information. This is provided as a downloadable document on the SAARMSTE website: <https://www.saarmste.org/conference>

Part 3: Cover Sheet and Presentation Information, (Word, Docx format), must accompany each paper submission.

Each paper submission must include the following details: (printed at the top of the paper)

1. Title of the paper
2. Presentation type, e.g. long paper, short paper etc
3. Subject strand e.g. chemistry, mathematics literacy, engineering education
4. Area strand e.g. primary education

Details for points 2,3 and 4 above can be found in *Part 1*- Paper Options, (information on each type of paper, word length and deadlines), and *Part 3* - Cover Sheet and Presentation Information.

Ensure that the body of the actual paper has **no identifying information**, (i.e. no names of authors, institutions or reference to geographical areas). This is necessary for the blind review process.

Once these details, (Points 1 – 4 above), have been added to the proposed paper it should be emailed, as a Word, Docx format attachment, to the Association Secretariat at: [saarmste@gmail.com](mailto:saarmste@gmail.com)  
**NO LATER** than Friday 31 July 2021

### **FORMAT OF PAPER:**

1. Title: bold in capitals 14pt
2. Sub headings bold, sentence case 12pt
3. Body of paper: Times New Roman, 12pt and 1.15 single spacing.

Use formatting for A4 paper, size 21 cm x 29.7 cm. The top, left and right margins are set at 2.5 cm, and the bottom margin is set at 3.0 cm.

**N.B.** Papers not formatted in accordance with the template will not be included in the review process.

### **REFERENCES**

References should be documented as indicated below, with 11-point type and a hanging indent.

**NB.** All works cited must appear in the reference list, and all works in the reference list must be cited in the paper. References are included in the page count.

## ELEMENTS OF A REFERENCE LIST ENTRY

A **reference** generally has four elements: **author**, **date**, **title**, and **source**. Each element ends with a period.

### 1) AUTHOR *Who is responsible for this work?*

Invert all individual authors' names, providing the surname first, followed by a comma and the initials. Use a comma to separate an author's initials from additional author names, even when there are only two authors; use an ampersand (&) before the final author's name. Use one space between initials. End with a period.

<b>One Author</b>	Author, A. A.	Brown, L. S.
<b>Two Authors</b>	Author, A. A., & Author, B. B.	McCauley, S. M., & Christiansen, M. H.
<b>Three Authors</b>	Author, A.A., Author, B. B., & Author, C. C.	Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A.
<b>21+ Authors</b>	Include the first 19 author's names, insert and ellipsis (but no ampersand), and then add the final author's name.	
<b>Group Author</b>	Spell out the full name followed by a period.	National Cancer Institute.
<b>Editors</b>	Follow names with the abbreviation (Ed.) or (Eds.).	Schulz, O. P. (Ed.). Wong, C. T., & Music, K. (Eds.).
<b>No Author</b>	Move the title of the work to the author position before the date of publication.	

### 2) DATE *When was this work published?*

Enclose the date, followed by a period, (if available), in parentheses. Do not abbreviate.

Examples: (2008). No Date: (n.d.).  
 (2017, November).  
 (2019, August 26).  
 (2020, Spring/Summer).

BASIC IN-TEXT CITATION STYLES		
Author Type	Parenthetical Citation	Narrative Citation
One Author	(Luna, 2020)	Luna (2020)
Two Authors	(Salas & D'Agostino, 2020)	Salas and D'Agostino (2020)
Three or More Authors	(Martin et al., 2020)	Martin et al. (2020)
Group Author with Abbreviation	<i>First Citation:</i> (National Institute of Mental Health [NIMH], 2020) <i>Subsequent Citations:</i> (NIMH, 2020)	<i>First Citation:</i> National Institute of Mental Health (NIMH, 2020) <i>Subsequent Citations:</i> NIMH (2020)
Group Author without Abbreviation	(Stanford University, 2020)	Stanford University (2020)

#### Avoiding Ambiguity

Sometimes multiple works with three or more authors and the same publication year shorten to the same in-text citation form. To avoid ambiguity, write out as many names as needed to distinguish the references and abbreviate the rest of the names to "et al."

First work: (Kappor, Bloom, Montez, et al., 2017) Second work: (Kappor, Bloom, Zucker, et al., 2017)

#### Works with the Same Author & Same Date

When multiple references have an identical author (or authors) and publication year, include a lowercase letter after the year: (Judge & Kammeyer-Mueller, 2012a).

#### Citing Multiple Works

When citing multiple works parenthetically, place the citations in alphabetical order, separating them with semicolons: (Adams et al., 2019; Shumway & Shulman, 2015; Westinghouse, 2017). Arrange two or more works by the same authors by year of publication. Place citations with no date first: (Department of Veterans Affairs, n.d., 2017a, 2017b, 2019).

## IN-TEXT CITATIONS

APA Style uses the author-date citation system to cite references in the text. In this system, each work used in a paper has two parts: an in-text citation and a corresponding reference list entry. The in-text citation appears within the body of the paper and briefly identifies the cited work by its author and date of publication. In-text citations have two formats: parenthetical and narrative. In parenthetical citations, the author's name and publication date appear in parentheses. In

narrative citations, this information is incorporated into the text as part of the sentence. It is best to paraphrase sources rather than directly quoting them. However, when a direct quotation is necessary, always provide the author, year, and page number. To indicate a single page, use the abbreviation "p." For multiple pages use the abbreviation "pp."

Parenthetical Citation	
<b>Paraphrase</b>	As metaphors for the workings of nature, Darwin used the tangled bank, the tree of life, and the face of nature (Gould, 1989).
<b>Short Quotation</b>	Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological" (Gould, 1989, p. 14).
Narrative Citation	
<b>Paraphrase</b>	Gould (1989) attributes Darwin's success to his gift for making the appropriate metaphor.
<b>Short Quotation</b>	Gould (1989) explains that Darwin used the metaphor of the tree of life "to express the other form of interconnectedness–genealogical rather than ecological–and to illustrate both success and failure in the history of life" (p. 14).

### 3) TITLE *What is this work called?*

Titles fall into two broad categories: works that stand alone and works that are part of a greater whole. When a work stands alone, the title of that work appears in the title element of the reference. When a work is part of a greater whole, the title of the article or chapter appears in the title element of the reference and the title of the greater whole (the journal or book) appears in the source element.

Titles use sentence case, meaning that only the first word of the title and subtitle (as indicated by a colon) plus proper nouns are capitalized.

TYPE	SOURCES	RULE	EXAMPLE
<b>Works that are part of a Greater Whole</b>	Journal Articles, Edited Book Chapters	Do not italicize or use quotation marks. Capitalize it using sentence case.	The virtue gap in humor: Exploring benevolent and corrective humor.
<b>Stand Alone Works</b>	Books, Reports, Webpages	Italicize the title and capitalize it using sentence case.	<i>Adoption-specific therapy: A guide to helping adopted children and their families thrive.</i>
<b>Editions &amp; Volumes</b>	Enclose in parenthesis after the title and move the period afterwards. Use a comma to separate independent elements.		<i>Nursing: A concept-based approach to learning</i> (2nd ed., Vol. 1).

### 4) SOURCE *Where can I retrieve this work?*

The source indicates where readers can retrieve the cited work. Thus, it has the most variation. Sources, like titles, also fall into two broad categories: works that are part of a greater whole and works that stand alone. Use the reference examples provided on the following pages to determine how to cite specific sources.

COMMON REFERENCE EXAMPLES
<b>PERIODICALS</b>
When a periodical (i.e., journal), is the source, provide the periodical title, volume number, issue, number and page range. Capitalize the title of the journal using title case, reproducing them as shown on the cited work. Italicize the volume number. Include an issue number, if it is available, immediately after the volume number (with no space in between) and enclose in parentheses. Place a comma afterwards, followed by the page range and a period. Omit elements if they are not present in the cited work. <b>Author, A. A., &amp; Author, B. B. (Year, Month Day). Title of the article in sentence case. Journal Title in Title Case, volume(issue), page-page. DOI or URL</b>
<b>Journal Article, with a DOI:</b> McCauley, S. M., & Christiansen, M. H. (2019). Language learning as language use: A cross-linguistic model of child language development. <i>Psychological Review</i> , 126(1), 1-51. <a href="https://doi.org/10.1037/rev0000126">https:// doi.org/10.1037/rev0000126</a>
<b>Journal Article, with a DOI, 21 or more authors:</b> Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., . . . Joseph, D. (1996). The NCEP /NCAR 40-year reanalysis project. <i>Bulletin of the American Meteorological Society</i> , 77(3), 437-471. <a href="http://doi.org/fg6rf9">http:// doi.org/fg6rf9</a>
<b>Journal Article, without a DOI, with a nondatabase URL:</b> Ahmann, E., Tuttle, L. J., Saviet, M., & Wright, S. D. (2018). A descriptive review of ADHD coaching research: Implications for college students. <i>Journal of Postsecondary Education and Disability</i> , 31(1), 17-39. <a href="http://www.ahead.org/professional-resources/publications/jped/archived-jped/ jped-volume-31">http://www.ahead.org/professional-resources/publications/jped/archived-jped/ jped-volume-31</a>
<b>Journal.</b>

## 45 BOOKS

When a book is the source, provide the name of the publisher as shown on the work, followed by a period. Do not include designations of business structure (e.g., Inc., Ltd., , LLC) in the publisher name. Do not include the publisher location. If two or more publishers are listed, include all of them in the order shown in the work. When the author is the same as the publisher, omit the publisher from the reference. It is not necessary to note when you used an audiobook verses a book or an ebook when the content is the same. **Author, A. A., & Author, B. B. (Year). Title of the book in sentence case. Publisher Name. DOI or URL** Editor, E. E., & Editor, F. F. (Eds.). (Year). *Title of the book in sentence case (2nd ed., Vol. 4)*. Publisher Name. DOI or URL

**Authored Book:** Brown, L. S. (2018). *Feminist therapy* (2nd ed.). American Psychological Association. <https://doi.org/10.1037/0000092-000> Burgess, R. (2019). *Rethinking global health: Frameworks of power*. Routledge. **Authored Book, with editor credited on the book cover:** Meadows, D. H. (2008). *Thinking in systems: A primer* (D. Wright, Ed.). Chelsea Green Publishing. **Edited Book:** Hacker, Hughes, J. (Ed.). (2017). *Military veteran psychological health and social care: Contemporary approaches*. Routledge.

## BOOK CHAPTERS & REFERENCE ENTRIES

For works with editors, in the source element of the reference, write the word "In" followed by the initials and surnames (not inverted) of the editors and the editor abbreviation following in parentheses. Then add a comma, the title of the whole book or reference work in italic sentence case, the page or page range of the chapter or entry in parentheses without italics and a period. Then provide the name of the publisher. **Author, A. A., & Author, B. B. (Year). Title of the chapter/entry in sentence case. In E. E. Editor & F. F. Editor (Eds.), Title of the work in sentence case (edition, page range). Publisher Name. DOI or URL**

**Chapter in an Edited Book:** Balsam, K. F., Martell, C. R., Jones, K. P., & Safren, S. A. (2019). Affirmative cognitive behavior therapy with sexual and gender minority people. In G. Y. Inwamasa & P. A. Hays (Eds.), *Culturally responsive cognitive behavior therapy: Practice and supervision* (2nd ed., pp. 287-314). American Psychological Association. <https://doi.org/10.1037/0000199-012> Weinstock, R., Leong, G. B., & Silvia, J. A. (2003). Defining forensic psychiatry: Roles and responsibilities. In R. Rosner (Ed.), *Principles and practice of forensic psychiatry* (2nd ed., pp. 7-13). CRC Press. **Entry in a Dictionary, Thesaurus, or Encyclopedia:** Graham, G. (2019). Behaviorism. In E. N. Zalta (Ed.), *The Stanford encyclopedia of philosophy* (Summer 2019 ed.). Stanford University. <https://plato.stanford.edu/archives/sum209/entries/behaviorism/> List of oldest companies. (2019, January 13). In *Wikipedia*. [https://en.wikipedia.org/w/index.php?title=List\\_of\\_oldest\\_companies&oldid=878158136](https://en.wikipedia.org/w/index.php?title=List_of_oldest_companies&oldid=878158136)

## CONFERENCE SESSIONS & PRESENTATIONS

Conference sessions and presentations include paper presentations, poster sessions, keynote addresses, and symposium contributions. Include a label in square brackets after the title that matches how the presentation was described at the conference; include all authors listed as contributing to the presentation (even if they are not physically present). The date should match the date(s) of the full conference. Include the location of the conference. **Author, A. A., & Author, B. B. (Year, Month, Days). Title of contribution in sentence case [Type of contribution]. Conference Name, Location. DOI or URL**

Fistek, A., Jester, E., & Sonnenberg, K. (2017, July 12-15). *Everybody's got a little music in them: Using music therapy to connect, engage, and motivate* [Conference session]. Autism Society National Conference, Milwaukee, WI, United States. <https://asa.con-fex.com/asa/2017/webprogramarchives/Session9517.html> Maddox, S., Hurling, J., Steward, E., & Edwards, A. (2016, March 30-April 2). *If mama ain't happy, nobody's happy: The effect of parental depression on mood dysregulation in children* [Paper presentation]. Southeastern Psychological Association 62nd Annual Meeting, New Orleans, LA, United States.

## DISSERTATIONS & THESES

For published dissertations and theses, the university name appears in square brackets after the title. **Author, A. A. (Year). Title of dissertation or thesis in sentence case [Type of publication, Name of Institution Awarding the Degree]. Database or Archive Name. URL**

Hollander, M. M. (2017). Resistance to authority: *Methodological innovations and new lessons from the Milgram experiment* (Publication No. 10289373) [Doctoral dissertation, University of Wisconsin-Madison]. ProQuest Dissertations and Theses Global. Hutchenson, V. H. (2012). Dealing with dual differences: Social coping strategies of gifted and lesbian, gay, bisexual, transgender, and queer adolescents [Master's thesis, The College of William & Mary]. William & Mary Digital Archive. <https://digitalarchive.wm.edu/bitstream/handle/10288/16594/HutchesonVirginia2012.pdf>

## WEBSITES

Use this category only if there is no other reference category that fits and the work has no parent or overarching publication (e.g., journal, blog, conference proceedings) other than the website itself. If you cite multiple webpages from a website, create a reference for each. When the author's name and the site name are the same, omit the site name from the source element. Include a retrieval date only when the content is designed to change over time and the page is not archived. **Author, A. A., & Author, B. B. (Year, Month, Day). Title of work in sentence case. Site Name. URL**