Dear Conference Proceedings Author,

First of all, we thank you for your hard work and diligence in submitting an article to the 21st CAF conference proceedings.

In order to ensure a smooth publication process, we encourage authors to carefully read this list and follow the instructions.

Should authors not follow the instructions laid out here, the 21st CAF editorial team reserves the right to reject their papers.

Remember that a number of volunteers are involved in the preparation and proof-reading of papers, which entail many hours of work. By following these instructions, you can be ensured that your article will appear in the conference proceedings.

We thank you for your understanding and cooperation. Moreover, we look forward to seeing your articles on our online open access publication.

Sincerely,
The 21st CAF Editorial Team

Conference Proceeding Instructions

Publication
- The conference proceedings will be published in an electronic format and made available on the 21st Century Academic Forum (21CAF) website.
- The 21CAF editorial team reserves the right to reject articles that have not been written in accordance with the submission instructions.
- For the sake of readability and clarity, only articles submitted in impeccable English shall be published.
- Please do not submit computer generated translations of your articles
- Questions concerning conference proceeding publications can be directed to: publications@21caf.org

Participant code
- Each participant receives a conference code when they register.
- Authors are expected to use their code for submitting their papers, file naming and for email correspondence.
- An example of a code is: HRD-999 Smith

Submission guidelines
- Full conference proceedings papers should be submitted through the 21CAF online submission form found on our web-site: www.21caf.org. Do not submit your paper to the publications email address, unless when told explicitly to do so.
- Save articles with your conference code: **HRD-999 Smith.**
- Save articles as a Microsoft Word (.doc or .docx)
- **Note:** do not send PDF, ZIP files, rar files, or online files.

Paper guidelines
- Articles should not exceed 5000 words (excluding the appendices and references)
- Abstract: each paper should include an abstract of no more than 500 words.
- Divide the paper into clearly stated sections: abstract, introduction/background, methods of research, findings, discussion, conclusion, and references.
- Technical terms should be explained
- Acronyms should be written out at their first appearance
- Use Acronyms only if a term is repeated at least 3 times.

- Do not use **bold** or *italics* to emphasize ideas or terms.
- The APA style should be followed when citing references: (Johnson, 2011), Follow this link for more information: http://www.apastyle.org/. **HOWEVER, do check this 21 CAF style sheet as there are some differences.**
- Only original work is accepted; plagiarism will not be tolerated. Proper citing of sources is expected.
- Recycled papers from a previous conference are not accepted. However, a paper from a previous conference that has been reframed to fit the 21CAF conference thematic goals is accepted. Reframing should be comprehensive.

Language
- Authors are expected to submit carefully written and proofread material.
- Spelling, grammatical and syntactical errors are not acceptable in the final submission.
- Either British or American English can be used.

Layout
- A4 page set-up.
   - Upper-margin: 2.5 cm
   - Lower margin: 2.0 cm
   - Right and left margins: 2.5
- Title: Arial, 16 pt, bold. Upper case: **first letter** of nouns, verbs, adjectives upper-case; lower case: articles, prepositions.
   - Example:

Public Opinion on Health Care Policies in the 21st Century

- Authorship
   - Authors' names should be placed under the title, centered, 12 pt Arial, bold.
   - The author affiliations should be under the names, 10 pt, Arial.
   - No academic titles, e.g., Dr, Ph.D., M.A, Director, Professor, etc.
   - No addresses, email addresses, telephone numbers, nor mailing codes
   - Example:

Roland Orff
Humboldt University in Berlin
English Department
Berlin, Germany

- For multiple authors:

First Author Smith[1], Second Author Smith[2] and Third Author Smith[3]
[1] University, Department, City, Country
[2] University, Department, City, Country
[3] University, Department, City, Country

- Text headings:
   - (e.g., Abstract, Introduction, Method, etc.) should be centered, **Arial**, 12 point, bold. Single space between section titles and text.
   - Do not use Word default functions for titles/ sub-titles
   - No numbering of sections:
      Level 1: Arial 12 pt bold (e.g., **Introduction**)
      Level 2: Times New Roman 12 pt; start at left margin
      Level 3: Times New Roman, 12 pt, underlined

- Body of paper
  - Abstract: Times New Roman, 12 pt. No paragraph indentation. Keywords: below the abstract, a maximum of 4 **keywords** should be included
  - Body of article should be typed with Times New Roman, 12 font.
  - **Single spacing throughout, including the space between paragraphs.**
  - New paragraphs should be indented.
  - Set the text so that the words reach from margin to margin as below:

Over the years, educational technology has been defined in various ways by many educators and media practitioners. Some of such definitions have led to the misconceptions which many people had, and perhaps still have, about the concept of educational technology. The concept is at times equated with mere application of audiovisuals to educational or instructional practices, or the integration of computer and its allied information communication technologies to facilitate teaching and learning as evident in many educational technology related studies (Abidoye & Fatoki 2014; Almekhlafi & Almeqdadi, 2010; Cope & Ward 2002; Dogan, 2010; Erişti, Kurt & Dindar, 2002; Mas'od, Ngadiman & Sulaiman, 2013; Mundy, Kupczynski & Kee, 2012; Oladosu, 2012).

  - **Do not insert page breaks**
  - Use footnotes not endnotes

- Headers and Footers.
  - **Do not include** a header, nor page numbers

- Textboxes**:** do not embed textboxes anywhere within the article. Example: | Figure 2: |

- References

  - APA style
  - Times New Roman, 11 pt, single spacing between entire listing
  - Example:

Barany, D. (2009). Neocontradictions: The politics and ideology of American welfare state decline. *City University of New York: Proquest Dissertations and Theses*.
Biedenbach, C. (2008). A theoretical exploration of the modern health care crisis in the United States and the lack of universal health care coverage. *The University of Texas at Arlington: ProQuest Dissertations and Theses*.

- Visuals
  - Do not create graphs with a series of layered textboxes. If you do have such a graph, create it with publisher and then add it to the final page of paper.
  - WE **CANNOT** PUBLISH YOUR PAPER WITH TEXTBOXES OR LAYERED TEXTBOXES USED TO MAKE UP GRAPHS
  - Tables and figures labeling: place description **under** the tables/figures, and number accordingly; use 10 font