



South East Asian Association for Institutional Research (SEAIR)

GUIDELINES TO SUBMIT FULL PAPER

1. Manuscripts should be single-spaced throughout. The orientation of the pages is to be Portrait only.
2. Manuscripts should have a 2.5 cm (1 inch) of margin at each side of the page.
3. Headings should be Times New Roman 12 point bold.
4. Text should be Times New Roman 11 point. Text should be left aligned. *Italics* may be used to emphasize any points the authors wish to. Please do not use underlines.
5. The full paper manuscripts should be no longer than 5000 words (or 10 pages, whichever comes first), inclusive of abstract, graphs, tables and references. Papers with more than 10 pages will not be reviewed but requested for re-submission.
6. The manuscript should incorporate every tables and figures where appropriate and displayed where it is supposed to be displayed “as is” at the place and position the author wants it to be displayed in the main body of paper itself.
7. Tables and figures should be in word processing format, void of colours or fancy formats.
8. The manuscript should be structured in the following order :
 - a. Title of the Paper – *The title of the paper should be in Times New Roman 14 pt, Bold where the first letter of each main word is capitalized.*
 - b. Author and Contact details - *Contact details should include affiliation and email in italics.*
 - c. Abstract - *Abstracts are required for all papers. It should approximately be 250 words.*
 - d. Keywords - *Three to five keywords should be included for indexing purposes.*
 - e. Body of the article - *In the text of the article, page numbering must start from the beginning of the text, at the bottom centre of each page. It should include the introduction or the rationale for the study, statement of the problem, framework of the study, methodology, results, conclusions and recommendations. From this point on, no other details should be included like name of the authors, title of the paper, etc.*
 - f. References – Use the American Psychological Association (APA) style (newest edition).
 - g. Acknowledgment – Due to lack of spaces, avoid using acknowledgement unless needed.

Approved on 31st January 2015 by SEAIR Executive Committee (SEC)

Sample Of Full Paper

Post AEC 2015 Research Quality

(Full Paper Title in Times Roman 14pt., Lower Case, Bold where the First Letter of Each Main Word is capitalized)

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(Authors in Times New Roman 12pt, with superscript to designate authors)

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(Affiliations and e-mails in Times New Roman 10pt, Italics)

ABSTRACT (IN TIMES ROMAN 12PT, BOLD UPPER CASE)

The first section of the paper should be a single paragraph abstract outlining the aims, methodology and conclusion of the paper. Authors should aim for an abstract length of about 250 words. Please use Times Roman 12 point font.

Keywords: Literary competence, Stylistic analysis, Cognitive skills, Linguistic and rhetorical skills

(In Times Roman 12pt, lower case with first letter of each word capitalized)

Suggest approximately 5 keywords (separated by commas) for indexing purposes. Please use Times Roman 12 point font. The 1st letter of each phrase is upper case (see example below).

Introduction to ASEAN and AEC 2015

(Section heading in times roman 12 point, bold and lower case)

Between paragraphs of text, leave single line spacing. Paragraphs should not have any indents. Text should be left justified. Use single column format only and single spacing for text.

Body of paper

The main body of the full paper may have Sections and Sub-sections, if possible please do not go beyond sub-sections. All text should be in Times Roman 11 points, and left adjusted. For emphasis, use italics. All new paragraphs start on a new line with one line spacing from the previous paragraph and start from the left hand margin. There should not be any indentation

Sub-section Headings in Times Roman 12 point, bold and italics

Sub-section headings are printed in bold and italics with Times Roman 12 point font as shown above. Use upper and lower case letters. There is one blank line above a sub-heading and one blank line between the sub-heading and the first line of the text.

Equations

Leave one blank line above and below any equation. Equations are to be centred, and the equation reference right justified. Equation references should be referred to in the text in the form Eqn (1).

Remove equation number; centre the equation to determine the location; align to right and use tab and space keys to centre. Then use tab key to bring equation number to 6" location.

$$Y = 2 X + Z \tag{1}$$

Equations should be typed and all symbols should be explained within the text of your manuscript. You may include a separate section detailing all nomenclature.

Tables

There is a degree of flexibility concerning tables. You may choose how you wish to format the rows and columns. However, please be consistent throughout your manuscript. The table heading should appear above the table as shown below. Use 12pt upper and lower case letters for the title. Tables are to be centred on the page. Leave one blank line before the table heading and one blank line after the table (unless followed by a main section heading). Do not use colour in table. These should be located at exactly where authors would like them and are not submitted separately from the paper.

Table 1: Title of Table centred

	Male	Female	Total
Elementary	40	60	100
Junior High	60	40	100
High School	70	30	100

Source: Alberto, T., (2014), AEC 2015 Education Statistics, UNESCO, pp. 203-205

Illustrations

Illustrations are to be centred, with the heading, reference and caption printed below the figure. All illustrations are to be referred to as figures and must be quoted in the text. For instance, see Figure 1 for a graph showing the distribution of Male Teachers by Grade Level from Table 1. *Please provide source if it is adapted or produced from other papers. All tables, illustrations, graphics and figures must be displayed "as is" at the place and position the author wants it to be displayed in the content of the body of the paper itself. SEAIR do not accept these to be displayed at the end of the paper*

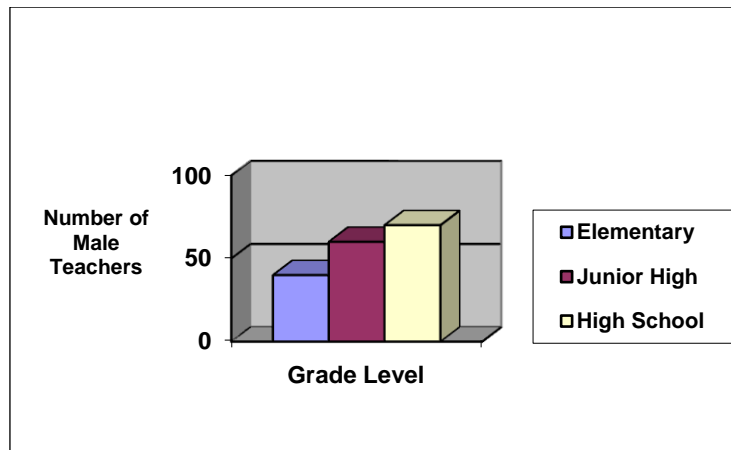


Figure 1: Entire caption for figure centred and below the illustration
 Source: Alberto, T., (2014), AEC 2015 Education Statistics, UNESCO, pp. 203-205

All illustrations will be reproduced in black and white (including shades of grey). If photographs or images are included, high quality originals should be submitted with your manuscript.

REFERENCES

References are separated from each other by single spacing (Times New Roman 12).

IN-TEXT
<p>Direct quotation – use quotation marks around the quote and include page numbers Example: Samovar and Porter (1997) pointed out that "language involves attaching meaning to symbols" (p.188). Alternatively, "Language involves attaching meaning to symbols" (Samovar & Porter, 1997, p.188).</p> <p>Indirect quotation/paraphrasing – no quotation marks Example: Attaching meaning to symbols is considered to be the origin of written language (Samovar & Porter, 1997). <i>N.B. Page numbers are optional when paraphrasing, although it is useful to include them (Publication Manual, p. 171).</i></p> <p>Citations from a secondary source Example: As Hall (1977) asserts, "culture also defines boundaries of different groups" (as cited in Samovar & Porter, 1997, p. 14).</p>

EXAMPLES OF REFERENCES BY TYPE	
In a reference list	In-text citation
<p>1. Book with one author</p> <p>King, M. (2010). <i>Wrestling with the angel: A life of Janet Frame</i>. Auckland, New Zealand: Viking.</p>	<p>(King, 2010) <i>or</i> King (2010) compares Frame ...</p>

<p>2. Book with two authors</p> <p>Dancey, C. P., & Reidy, J. (2014). <i>Statistics without maths for psychology: Using SPSS for Windows</i> (3rd ed.). Harlow, England: Pearson/Prentice Hall.</p>	<p>(Dancey & Reidy, 2014) <i>or</i> Dancey and Reidy (2014) said... <i>When paraphrasing in text, use and, not &.</i></p>
<p>3. Book with three to five authors</p> <p>Krause, K.-L., Bochner, S., & Duchesne, S. (2013). <i>Educational psychology for learning and teaching</i> (2nd ed.). South Melbourne, Vic., Australia: Thomson.</p>	<p>(Krause, Bochner, & Duchesne, 2013) <i>Then</i> (Krause et al., 2013)</p>
<p>4. Book or report by a corporate author e.g. organisation, association, government</p> <p>University of Waikato. (1967). <i>First hall of residence</i> (Information series No. 3). Hamilton, New Zealand: Author.</p>	<p>(University of Waikato, 2014)</p>
<p>5. Book chapter in edited book</p> <p>Helber, L. E. (1995). Redeveloping mature resorts for new markets. In M. V. Conlin & T. Baum (Eds.), <i>Island tourism: Management principles and practice</i> (pp.105-113). Chichester, England: John Wiley.</p>	<p>(Helber, 1995) <i>or</i> Helber (1995) compares luxury resorts ...</p>
<p>6. Conference paper online</p> <p>Bochner, S. (1996, November). <i>Mentoring in higher education: Issues to be addressed in developing a mentoring program</i>. Paper presented at the Australian Association for Research in Education Conference, Singapore. Retrieved from http://www.aare.edu.au/96pap/bochs96018.txt</p>	<p>(Bochner, 1996) <i>or</i> According to Bochner (1996) ...</p>
<p>7. Journal article – academic/scholarly (electronic version) with DOI</p> <p>Hohepa, M., Schofield, G., & Kolt, G. S. (2013). Physical activity: What do high school students think? <i>Journal of Adolescent Health, 39</i>(3), 328-336. doi:10.1016/j.jadohealth.2005.12.024</p>	<p>(Hohepa, Schofield, & Kolt, 2013) <i>then subsequently, if 3-5 authors</i> (Hohepa et al., 2013)</p>
<p>8. Journal article – academic/scholarly (electronic version) with no DOI</p> <p>Harrison, B., & Papa, R. (2014). The development of an indigenous knowledge program in a New Zealand Maori-language immersion school. <i>Anthropology and Education Quarterly, 36</i>(1), 57-72. Retrieved from ProQuest Education Journals database.</p>	<p>(Harrison & Papa, 2014) <i>or</i> Harrison and Papa (2014) recommend ...</p>
<p>9. Journal article - academic/scholarly (print version)</p> <p>Gibbs, M. (2014). The right to development and indigenous peoples: Lessons from New Zealand. <i>World Development, 33</i>(8), 1365-1378.</p>	<p>(Gibbs, 2014) <i>or</i> Gibbs (2014) contradicts ...</p>

<p>10. Journal article - academic/scholarly (Internet only – no print version)</p> <p>Snell, D., & Hodgetts, D. (n.d.). The psychology of heavy metal communities and white supremacy. <i>Te Kura Kete Aronui, 1</i>. Retrieved from http://www.waikato.ac.nz/wfass/tkka</p>	<p>(Snell & Hodgetts, n.d.) <i>or</i> Snell and Hodgetts (n.d.) suggest “...” (para. 3)</p>
<p>11. Magazine article – popular/trade/general interest</p> <p>Goodwin, D. K. (2012, February 4). How I caused that story. <i>Time, 159</i>(5), 69.</p>	<p>(Goodwin, 2012) <i>or</i> Goodwin (2012) defends ...</p>
<p>12. Newspaper article – (Print version)</p> <p>Hartevelt, J. (2014, December 20). Boy racers. <i>The Press</i>, p. 3.</p>	<p>(Hartevelt, 2014)</p>
<p>13. Newspaper article (Database like Newztext Plus)</p> <p>Cumming, G. (2013, April 5). Cough that shook the world. <i>The New Zealand Herald</i>. Retrieved from Newztext Plus database.</p>	<p>(Cumming, 2013)</p>
<p>14. Newspaper article with no author</p> <p>Report casts shadow on biofuel crops. (2014, October 16). <i>Bangkok Times</i>, p. 21. <i>N.B. Article title comes first. In the text, abbreviate title and use double quotation marks.</i></p>	<p>(“Report Casts Shadow,” 2014)</p>
<p>15. Personal Communication (letters, telephone conversations, emails, interviews) <i>N.B. No reference list entry as the information is not recoverable.</i></p>	<p>(H. Clarke, personal communication, March 19, 2014)</p>
<p>16. Thesis – Institutional or personal webpage - outside the US</p> <p>Dewstow, R. A. (2013). <i>Using the Internet to enhance teaching at the University of Waikato</i> (Master’s thesis, University of Waikato, Hamilton, New Zealand). Retrieved from http://researchcommons.ksu.ac.nz/handle/10289/2241</p>	<p>(Dewstow, 2013) <i>or</i> Dewstow (2013) identified ...</p>
<p>17. Webpages (When multiple webpages are referenced, reference the homepage)</p> <p>Statistics New Zealand. (2012). <i>New Zealand in profile 2012</i>. Retrieved from http://www.stats.govt.nz.</p>	<p>(Statistics New Zealand, 2012)</p>

Note: This APA (6th Edition) referencing is adapted from the following source, where most of it can be referenced from the main source as:
<http://www.waikato.ac.nz/library/study/referencing/styles/apa/examples>