

# Sixth Annual Ethics and Technology Conference: Guidelines for Authors

Please submit your final version by May 1<sup>st</sup> (deadline extended from April 25<sup>th</sup>) to:

Richard A. Spinello

[richard.spinello@bc.edu](mailto:richard.spinello@bc.edu)

**Length: About 5,000-6,000 words (longer papers are acceptable)**

## Formatting Requirements:

**Title** [style: 20 point bold lettering, use essential capitals only. Start text from the left-hand margin]

Space - 2 blank lines

**Author name** [style: 14 point italics. Use author initials with full stops, not first names]

**Affiliation** [style: as author]

**Address, country, telephone and fax numbers and e-mail address** [style: as author]

Space - 3 blank lines

**Abstract title** [style: 10 point bold centred]

**Abstract body** [style: Main body of text in 10 point; about 200 words or so]

Space - 1 blank line

**Keywords** [style: 10 point bold centered]

Space - 1 blank line

**Heading Level 1:** [style: 12 point roman capitals]

**Text:** [style: 10 point, left justified] Do not indent paragraphs which follow headings. Indent all other paragraphs by three character spaces. Type your paper in Times New Roman font

Space - 1 blank line

**Heading Level 2:** [style: 12 pt bold upper and lower case]

**Heading Level 3:** [style: 12 point italic upper and lower case, 1 line space above]

## General points to remember:

Use minimal capitals, usually only for the first letter of headings, captions, chapter title names, proper nouns and acronyms and abbreviations.

- **Bold** should be used for emphasis, but as sparingly as possible.
- Ensure spelling style (US/UK) is consistent within the paper.
- Use minimal hyphenation; do not hyphenate coordinate or 'non' words, such as nonlinear.
- Use en-rules – (for linking number ranges, complexes, or for asides in the text); do not use em-rules (—).

**Tables:** Tables should be placed in the text as close as possible to their citations. They generally look best at the top or bottom of the page. Centre each table on the text width. Number tables Table 1, 2, 3 and so on.

**Lists:** There should be no extra line spaces between items. Label items in the list with arabic numerals with a full point if order of items is important, e.g. 1. 2. 3. and so on. If order of items is unimportant, label items with solid bullets '1'. If the items in the list are complete or near complete sentences they should each begin with capital letters and end with a full stop.; if they are short phrases they should start with lower case letters and end with semi-colons; single items need no punctuation or capitals. The final item in any list should end with a full stop. If punctuation is used to introduce the list, use a colon.

**Footnotes:** [Use a superscript '1' to indicate]; footnotes can be used instead of references and should follow a standard, consistent format (such as one used for law review articles).

**and/or**

**References:** Use the Harvard system. References should be cited in the text by name and date, e.g. (Smith, 1989) or Smith (1989). All references listed must be cited, and all cited references must be included in the reference list. Indent the second and any further lines of each reference as shown below. The list should be in alphabetical order of author; where there is more than one reference by the same author they should be listed chronologically. Give full titles of articles and journals.

Benbow, C.P. and Stanley, J.C. (1980) Sex differences in mathematical ability: fact or artifact. *Science*, **210**, 1262–4.

[Example style for journal paper]

Papert, S. (1980) *Mindstorms*. Children, computers, and powerful ideas. Basic Books, New York.

[Example style for book]

Ruiz i Tarrago, F. (1993) Integration of Information Technology in Secondary Education: Main Issues and Perspectives, in *Guidelines for Good Practice* (ed. T.J. van Weert), IFIP Working Group 3.1, Geneva.

[Example style for chapter in edited book]

**Biography:** At the end of your paper include a short description of your career and position. Please include no more than 100 words about yourself. Put the biography right at the end of your paper (after the reference section).

**Finally, please leave generous margins and do not include page numbers; they will be added when the Proceedings is assembled.**

**Thank you for following these guidelines as closely as possible!**