

AUTHOR INSTRUCTIONS **FOR PUBLICATION OF PRESENTATION ON THE EAIR FORUM WEBSITE**

EAIR will be publishing all of the Forum presentations on the EAIR website which is exclusively accessible only to Forum participants attending the EAIR Forum under ‘for participants only’ section.

Authors are invited to write a paper of 3,000-5,000 words giving valuable background information on their presentations and thus eliminating the need for handouts. The paper should be written on the basis of the accepted proposal.

Please complete the template formatted per below requirements. Kindly request you to submit the template to the EAIR Secretariat (eairst@eairst.org) ***before Monday 31 July 2018.***

General Remarks

We kindly request you to read and follow these Author Instructions carefully. Papers that are not written according to these Author Instructions will not be accepted for publication on the EAIR website.

In this template the front page, character set (Calibri, 11), paragraph (single spacing) and language (British English) is given and should not be altered.

You can go from one place on the template to the other by using your ‘tab’ key. On the status bar and by using F1 as help key, you can see what to fill in. The following is the required information:

- Title of your paper (the same title as given in your proposal and as on the website)
- Sub-title of your paper (if applicable) (the same title as given in your proposal and as on the website)
- Number of the track in which the paper was presented
- Name of the main author (the same as given in your proposal and as on the website)
- The names of the 1st, 2nd, 3rd and 4th co-author (if applicable)
- Contact Details:
 - The first name and family name of the main author
 - The name of the organisation/institution of the main author
 - The name of the city
 - The name of the country
 - The telephone number of the main author (“country code”-“city code”-“own telephone number”)
 - E-mail address of main author
- Keywords – As an extra feature we would like to enable a search based on keywords. To this end we request you to provide between 1 to 5 keywords from the list below, that describe the content of your paper:
 - Assessment/Evaluation
 - Curriculum design and development
 - Diversity
 - Employability
 - Feedback-staff to students
 - Feedback-students to staff
 - Funding-private higher education

- Funding-state higher education
 - Governance
 - Higher education policy/development
 - Higher education research design
 - Inclusive exclusive higher education
 - Institutional performance measures
 - Internationalisation
 - Leadership
 - Learner support/technology/styles
 - Management
 - Marketing
 - Mission
 - National systems of higher education
 - Non-completion and progression
 - Organisation structures
 - Postgraduate study
 - Quality
 - Research design and methodologies
 - Research policy-National and/or institutional
 - Staff appraisal
 - Staff recruitment and retention
 - Strategic planning
 - Student experience
 - Student recruitment and selection
 - Teaching methods
 - Tuition fees
 - Undergraduate study
 - Widening access/participation
- Under abstract and before starting the presentation itself, you are asked to include again the title and sub-title (if applicable) of the paper.

Language

We kindly request you to write your paper using the British English spelling (organisation and not organization)

Abstract format

You are requested to start your paper with an abstract of no more than **100 words**. To this end you could use the abstract, which was part of the proposal that you submitted.

Paper format

Papers should be between **3,000 and 5,000 words**, including references, tables and figures. Please be aware that the paper will not be refereed or edited and that content, style and writing are your responsibility.

Saving the paper

To avoid problems with transferring 'strange' characters, tables, columns and references, you could send us your paper, saved in a .pdf format. Please check the saved .pdf paper carefully for possible changes after having saved the paper. In case of a straightforward paper you can also send us your

paper in a Word .doc format.

Notes, acknowledgements and cross-references

Notes should be avoided, but if used, should be placed as endnotes before the references. Acknowledgements of people, grants, funds, etc should be placed in a separate section before the references. Cross-referencing in the text should use the following formats:

Winograd (1986, p. 204)
(Winograd 1986a, b)
(Winograd 1986; Flores et al. 1988)
(Bullen & Bennett 1990)

Figures and Tables

Figures and tables should be included in the text of the article. Captions should include keys to symbols. Each figure and table should be numbered.

References

References should be listed in alphabetical order at the end of the article using the following formats.

For books:

Mason, J., Burton, L. & Davis, J. (1984). *Thinking Mathematically*. London: Addison Wesley.
Freudenthal, H.P. (1948). *Existentialism and Humanism*. London: Methuen.

For articles in books:

Chisholm, R.M. (1966). Freedom and Action. In K. Lehre (ed.), *Freedom and Determination*. New York: Random House, 11-44.

For articles in journals:

Kripke, S. (1975). Outline of a Theory of Truth, *Journal of Philosophy* **72**, 53-81.
Mason, J. & Davis, J. (1988). Cognitive and metacognitive shifts, *Journal of Structural Learning* **10**, 157-176.

Should you have any queries, please do not hesitate to contact us.

We are looking forward to seeing you in Budapest.



Gerlof Groenewoud
Executive Director – EAIR Secretariat