Conference theme: **Adapting to a Changing Landscape of STEAM Education in the Era of Artificial Intelligence**

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/](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

**NO LATER** than 22 July 2024

**FORMAT OF PAPER:**

1. Title: bold in capitals 14pt
2. Sub headings bold, sentence case 12pt

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.

<table>
<thead>
<tr>
<th>One Author</th>
<th>Author, A. A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two Authors</td>
<td>Author, A. A., &amp; Author, B. B.</td>
</tr>
<tr>
<td>Three Authors</td>
<td>Author, A.A., Author, B. B., &amp; Author, C. C.</td>
</tr>
<tr>
<td>21+ Authors</td>
<td>Include the first 19 author’s names, insert and ellipsis (but no ampersand), and then add the final author’s name.</td>
</tr>
<tr>
<td>Group Author</td>
<td>Spell out the full name followed by a period.</td>
</tr>
<tr>
<td>Editors</td>
<td>Follow names with the abbreviation (Ed.) or (Eds.).</td>
</tr>
<tr>
<td>No Author</td>
<td>Move the title of the work to the author position before the date of publication.</td>
</tr>
</tbody>
</table>

2) DATE When was this work published?
Enclose the date, followed by a period, (if available), in parentheses. Do not abbreviate.


No Date: (n.d.).

BASIC IN-TEXT CITATION STYLES

<table>
<thead>
<tr>
<th>Author Type</th>
<th>Parenthetical Citation</th>
<th>Narrative Citation</th>
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<td>(Luna, 2020)</td>
<td>Luna (2020)</td>
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<tr>
<td>Two Authors</td>
<td>(Salas &amp; D’Agistino, 2020)</td>
<td>Salas and D’Agistino (2020)</td>
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<tr>
<td>Three or More Authors</td>
<td>(Martin et al., 2020)</td>
<td>Martin et al. (2020)</td>
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<tr>
<td>Group Author with Abbreviation</td>
<td>First Citation: National Institute of Mental Health [NIMH], 2020 Subsequent Citations: NIMH, 2020</td>
<td>First Citation: National Institute of Mental Health (NIMH, 2020) Subsequent Citations: NIMH (2020)</td>
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<tr>
<td>Group Author without Abbreviation</td>
<td>(Stanford University, 2020)</td>
<td>Stanford University (2020)</td>
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</table>

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.”


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

**Paraphrase**
As metaphors for the workings of nature, Darwin used the tangled bank, the tree of life, and the face of nature (Gould, 1989).

**Short Quotation**
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

**Paraphrase**
Gould (1989) attributes Darwin’s success to his gift for making the appropriate metaphor.

**Short Quotation**
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.

<table>
<thead>
<tr>
<th>TYPE</th>
<th>SOURCES</th>
<th>RULE</th>
<th>EXAMPLE</th>
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<tr>
<td>Works that are part of a Greater Whole</td>
<td>Journal Articles, Edited Book Chapters</td>
<td>Do not italicize or use quotation marks. Capitalize it using sentence case.</td>
<td>The virtue gap in humor: Exploring benevolent and corrective humor.</td>
</tr>
</tbody>
</table>

### 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

#### PERIODICALS

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. **Author, A. A., & 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*
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