



Developing people geographical distance tutoring mobile-learning VET developing and implementing strategy cultural distance HIV village enterprise flexible provision organisational development and leadership open source guidance child carers borderless provision innovation livelihoods temporal distance quality assurance appropriate technologies pastoral care supporting large numbers Open learning networks corporate provision library provision learner support collaboration APEL quality of life social justice resources professional education research into practice home education scalability health agriculture sharing materials policy development distance study social inclusion assessment governance

The Fifth Pan-Commonwealth Forum on Open Learning

PCF5 style document and author guidelines for proposals and full papers/outlines

Approved abstracts and papers/outlines will be published at the beginning of the Forum and provided to all Forum participants and will form the basis of any further publications. In order for your final document to be included, please format your contribution according to these guidelines. While we may have the capacity to carry out minor adjustments to style, we cannot hope to undertake major alterations to your document.

Revised proposals should not exceed 300 words. Please follow the style and format set out below. They should be submitted in a text document and emailed to pcf5@london.ac.uk.

Full papers and workshop/debate/discussion/display/demonstration outlines should not exceed 3000 words. Again, please follow the style and format set out below. All papers exceeding this length by more than 10% will be automatically rejected unless prior approval has been obtained.

Format for contributions

Contributions can be in Microsoft Word, Rich Text Format (RTF), equivalent Open Source document file format, or HTML format.

Title

Arial 12-point font, in bold (upper and lower) case and centred.

Authors (names) and affiliation(s)

Arial 11 point upper and lower case centred and separated by commas.

For example A.N.Other, University of the World.

Please also provide an email address in the following style: a.n.author@UW.ac.world

Body text

Arial 10-point font for text in the remainder of your contribution.

Text in paragraphs should be left and right justified, providing vertical columns on both sides.

First level headings

BOLD UPPER CASE

Second level headings

Bold (Upper and Lower) case

Please do not use footnotes - relevant information should be included within the text.

Text should be single-spaced.

No underlining should be used except where email addresses or URL links are included.

Italics should only be used within the style for references outlined below.

All illustrations, figures and tables should be placed within the text at the appropriate points, rather than at the end.

All acronyms must be spelt out in full within the text.

Style

Contributions must be written in the Harvard editorial style, brief details of which are included below.

Where references are listed, they should relate only to material cited within the contribution and be listed in alphabetical order, including the author's name, complete title of the cited work, title of the source, volume, issue, year of publication, and pages cited. See the following examples:

Kelly, P & Mills, R. (2007) The ethical dimensions of learner support, *Open Learning*, 22 (2),149-157
Tait, A & Mills R (eds.) (2002), *Rethinking Learner Support in Open and Distance Education: change and continuity in an international context*. RoutledgeFalmer London and New York

Citations in the text should include the author's name and year of publication where you use the source in the text, as in the following examples:

In this way, information technology can be seen to effect and influence changes in organisational structure (Orlikowski & Robey 1991).

Edwards (1995, p.250) views the globalising of distance education as "invested with the uniform cultural messages of modernity - of mastery, progress and moral superiority through the development of reason".

Checklist (All items required)

Contributions must not have been previously published and must not have been submitted elsewhere.

Contributions must be in Microsoft Word, Rich Text Format (RTF), equivalent Open Source document file format, or HTML format

All URL addresses are activated and ready to click (e.g., <http://pkp.ubc.ca>) in the text or reference list.

The text is single-spaced and does not employ underlining or *italics* (apart from references)

You are in agreement with the terms under which contributions are accepted (see <http://creativecommons.org/licenses/by-sa/2.5/>).

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