

## Standards and Guidelines for Full Papers

### General Guidelines

- All submissions must be at the level of promoting critical discourse, at theoretical and at practical level, on the conference themes. It is also expected that they aim at promoting theorization of local processes and phenomena contributing to seeing local realities and interpretations on the basis of local world views, values, and perspectives.
- All submissions submitted to the conference are strictly assumed that they are not submitted, partly or wholly, anywhere else, nor are they currently being considered for publication or in the process of publication elsewhere. It is also strictly assumed that the submissions are not already published fully or partly anywhere, in print or electronic media.
- When making their submissions, authors declare that their submissions are their own writing and that there are no plagiarized texts in any form either from published or unpublished sources. All borrowed materials should be cited and referenced properly. The authors should fully honor others' copyright.
- It is the responsibility of the authors to ensure the accuracy of facts, information, or the content in their submissions. Their submissions should not contain any illegal, unauthorized, and unethical contents. All the ideas, discussions, analyses, conclusions drawn in the submissions are solely of the authors and thus they should take all responsibilities of whatsoever is written in their submissions and hence they will have nothing to do with the conference organizers and the members of the Editorial Board bear no any responsibility for any ideas or facts or information presented in the submissions.
- Submissions must be in English.
- Please give particular attention to making your language non-discriminatory in any way. Avoid sexist and racist terms and adhere to the basic ethical principle of no harm.
- In case copyrighted materials are to be reproduced, it is the responsibility of the authors to obtain permission to reproduce the copyrighted materials. Include the copyright permission letter while submitting such papers.

### Page Layout and Design

Submissions must be in the following format:

1. Paper size A4, margin of one-inch on all sides.
2. Font: Times New Roman; font size: 12 points (including titles and headings). Text aligned left.
3. Double spacing throughout (except for tables and illustrations, which may be single spaced)
4. Indent all paragraphs (half-inch).
5. Organize your paper as the Title Page, Abstract Page and the Content Pages. Specific details for are provided below.

A. The first page is the title page. Specific guidelines for formatting your title page are provided below:

The title page includes: Title of the paper (regular, centered, heading style capitalization), subtitle (centered, heading style capitalization), author information, and the date when the paper is emailed/submitted.

Author information: Place author information at least one empty line below the title. First put your name (Italicized: first name, middle name, surname); on a new line – institution, town/city and country; and on a new line your email address.

In case there are multiple authors, give information of the lead author first and subsequently of other authors. Examples,

**Two/more authors, one affiliation:**

James Smith\*, Kelley Brown, and Isa bin Osman  
Educational Research Institute, Princeton, New Jersey, USA  
Email

**Two authors, two affiliations:**

Jie Ying Li\*  
Capital Normal University, Beijing, China  
Email

Rebat Kumar Dhakal  
Kathmandu University, Dhulikhel, Nepal  
Email

**Three authors, two affiliations:**

Tamirat Tora\*  
Department of Sociology, Wolaita Sodo University, Wolaita Sodo, Ethiopia  
Email

Tuomi Koivula and Mika Lahtero  
University of Jyväskylä, Jyväskylä, Finland  
Email

Add\* after the name of the corresponding author as given in the examples above. We communicate with the corresponding author.

At the end of the title page, type the date you email or submit your paper.

B. The second page is the 'Abstract' page. The title of the section (**Abstract**) should be formatted as a section head (i.e. Centered, boldface, headline style capitalization). Immediately after the abstract, type **Keywords** and insert three to five keywords.

C. The main paper (do not repeat the title) begins on a new page after the abstract and includes: the main text, endnotes, acknowledgements (if any), references, and appendices (if any).

6. Tables should, as far as possible, be created simply using MS Word Table function. All tables must be numbered and flushed left. On a new line give the title of the table (*Capitalize Each Major Words in the Title*). The title needs to be italicized. If necessary give table notes immediately below the table. Table number, title, and notes should come in double space. However, contents within the tables are to be single spaced. Within tables, font size could range from 8-12 points.
7. Illustrations and figures must also be numbered and captioned. Within figures, font size could range from 8 to 12 points.
8. Numbered and bulleted points: Indent numbers and bullets (half inch), turned over lines should be aligned with the text of the line above
9. For emphasis, please use *italics*, not **bold** or underline. Similarly, *italics* should also be used for non-English words, titles of books, plays, etc.
10. Direct quotations less than 40 words are included within the paragraph enclosed by quotation marks. But if the quotations are more than 40 words, you must use the block quote format – begin the quote on a new line, indent the quoted text, and do not use quotation marks. However, you are strongly encouraged to summarize or paraphrase longer texts.
11. Maintain the levels of headings as suggested below:  
Level 1 headings: Centered, boldface, headline style capitalization

Level 2 headings: Flush left, boldface, headline style capitalization  
Level 3 headings: Indented, boldface, sentence style capitalization, a period.  
Level 4 headings: Indented, boldface, italicized, sentence style capitalization, a period.  
Level 5 headings: Indented, italicized, sentence style capitalization, a period.

12. Insert page number at the top right corner on all pages.

13. All submissions must adhere to the following word limits:

Abstract	150-250 words
Full paper	3000-4000 words

### Basic Citation and Referencing Guidelines

Please adhere to the APA guidelines for in-text citation and referencing mechanics. The following will help you

#### In-text Citations

The simple practice of in-text citation follows the author/date format. To cite a specific part of a source, indicate the page, chapter, figure, table, or equation at the appropriate point in text. Always give page numbers for quotations. Example: Gnawali (2008) says, "In the teaching profession, the pedagogic knowledge and skills a trainee teacher gets at the training college are not sufficient for his life long career" (p. 219). When we paraphrase or summarize a text, page number is not necessary. The general rules of in-text citations are as follows:

- a. 1 author (Lawoti, 2005) (Lawoti, 2005, p. 25)
- b. 2 authors (Gautam & Basnet, 2004, pp. 24-48)
- c. 3 to 5 authors: First citation: (Gautam, Basnet, Chaudhari, Tamang, & Tharu, 2003); Subsequent citations: (Gautam et al., 2003)
- d. 6+ authors (Gurung et al., 2001)
- e. Organization as author (Kathmandu University [KU], 2004) Next cite: (KU, 2004)
- f. Personal communication (These are not included in References) (S. Upretee, personal communication, July 4, 2016)
- g. Multiple sources (Gurung, 2001; Lawoti, 2005; Tamang, 1990)
- h. No date (Dhungana, n.d.)
- i. Multiple works by the same author with the same publication year (Luitel, 2010a) (Luitel, 2010b) (Luitel, 2010a, 2010b)
- j. Multiple works by the same author within the same parentheses (Luitel, 2010, 2012, in press)

#### References

At the end of your paper separated from your main text – type '**References**', centered, boldface, and list all sources in alphabetical order of authors' surnames, and then chronologically (earliest publication date first) for each author where more than one work by that author is cited. Each source you have cited in the main paper must appear in the list of references. No sources should be referenced that are not cited in the text.

All lines after the first line of each entry in your reference list should be indented (aka hanging indentation) one-half inch from the left margin. References should be double-spaced just like the rest of your paper.

Here are some basic reference examples.

a. *A book with a single author*

Acharya, M. R. (2002). *Nepal culture shift! Reinventing culture in the Himalayan kingdom*. New Delhi: Adroit Publishers.

b. *A book with two or more authors*

Bongartz, H., & Dahal, D. R. (1996). *Development studies: Self-help organizations, NGOs and civil society*. Kathmandu: Nepal Foundation for Advanced Studies.

c. *An edited book*

Bhattachan, K. B., & Mishra, C. (Eds.). (1997). *Developmental practices in Nepal*. Kathmandu: Central Department of Sociology and Anthropology, Tribhuvan University.

d. *A single chapter/paper in an edited book*

Dahal, K. R., & Paudyal, B. R. (1998). Legal perspective of decentralization in Nepal. In G. B. Thapa (Ed.), *Promoting participatory democracy in Nepal: An assessment of local self-government* (pp. 43-57). Kathmandu: Political Science Association of Nepal.

e. *Corporate author*

Department of Education (DOE). (2004). *School level educational statistics of Nepal: Flash report I 2004*. Kathmandu: Author.

f. *An article from a periodical journal, newsletter or magazine*

Koirala-Azad, S. (2008). *Unravelling our realities: Nepali students as researchers and activists*. *Asia Pacific Journal of Education*, 28(3), 251-263. doi: 10.1080/02188790802270245

g. *An article from an online source*

Onta, P. (2000). *Nepal education: Finding a ray of hope*. Retrieved from <http://www.epw.org.in/35-47/comm6.htm#top>

h. *Entry in an online reference work, no author or editor*

Heuristic. (n.d.). In *Merriam-Webster's online dictionary* (11th ed.). Retrieved from <http://www.m-w.com/dictionary/heuristic>

i. *An unpublished thesis/dissertation*

Gnawali, L. (2001). *Investigating teacher practices: A proposal for teacher development of the secondary school teachers of English in Nepal* (Unpublished master's dissertation). University of Exeter, England.

j. *Non-English book*

Gautam, B., Adhikari, J., & Basnet, P. (Eds.). (2004). *Nepalma garibiko bahas* [Poverty debates in Nepal]. Kathmandu: Martin Chautari.

k. *Translated book*

Bourdieu, P., & Passeron, J. C. (1990). *Reproduction in education, society and culture* (2nd ed.) (R. Nice, Trans.). London: Sage Publications. (Original work published 1970)

In text: (Bourdieu & Passeron, 1970/1990).

l. *Encyclopedia article*

Bergman, P. G. (1993). Relativity. In *The new encyclopedia Britannica* (Vol. 26, pp. 501- 508). Chicago, IL: Encyclopedia Britannica.

m. *Multiple authors (up to seven)*

Festinger, L., Cramer, C. J., Riecken, H., Boyd, E. C., Cohen, E. G., Gill, T. G., & Schachter, S. (1956). *When prophecy fails*. Minneapolis, MN: University of Minnesota Press.

n. *Eight or more authors*

Roeder, K., Howard, J., Fulton, L., Lochhead, M., Craig, K., Peterson, R., ... Boyd, E. C. (1967). *Nerve cells and insect behavior*. Cambridge, MA: Harvard University Press.

o. *Newspaper article*

Prashrit, M. N. (2002, July 12). Bhanubhaktako sirjana ra rashtriya ekikaran [The creation of Bhanubhakta and national unification]. *The Kantipur National Daily*, p. 5.

**Full Paper Template**

Full Paper Template can be found at the TERSD conference website: <http://ter2016.kusoed.edu.np/paper-template/>