



TOUCHPOINT 2010 PAPER SUBMISSION DETAILS

FULL PAPER GUIDELINES

1. Length:

7-10 pages, single-spaced, 8 ½" by 11" inclusive of illustration, tables, figures, notes, and references. Papers exceeding this length will be automatically returned to the authors for revision.

2. Format:

- Font: 12 pt Times New Roman
- Justification: Left
- Top and bottom margins: 1 inch
- Right and left margins: 1.5 inches
- Single-spaced
- No paragraph indentions.
- Please do not insert running headers or footers.
- Use italics sparingly to identify special terms or to indicate special emphasis.

3. Title of the Paper:

16 pt, Times New Roman, uppercase, centered at the top of the first page.

4. Author(s) identification:

12 pt, Centered below the title. Include name (first name followed by surname), affiliation & country and e-mail addresses.

Please do not include your office designation.

Ex:

URBAN CLASS COMPUTING IN HIGHER EDUCATION: PROMISING OR PERILOUS

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5. Abstract:



The heading “Abstract” bold and centered should be two line spaces under author information. Abstract text should not exceed 100-150 words.

6. References are to use APA style 5th edition. To appear in a References section, all sources listed must be referred to in the text.

Sites on the use of APA documentation style:

<http://www.iupui.edu/~uwc/pdf/APA%20Documentation%205th%20Edition.pdf>
<http://owl.english.purdue.edu/owl/resource/560/01/>

7. Manuscript is to be submitted in Word file. (Please do not submit PDF.)

8. Figures and tables:

All figures and tables need to be referred to at the appropriate points in the text. They should be imbedded in the manuscript (i.e, not all grouped together at the end) in the logical location for the reference, appear in consecutive order, and be centered.

Figures and tables should be numbered in order throughout the text, and each requires a title. These are to appear under the figures and tables. Where appropriate, sources of data are to be indicated at the bottom of the title in parentheses.

Example:

E-mail	94%
IM	96%
Online Chat	78%
Doing Research	83%
Downloading files	83%
Online Games	61%
Social Networking	86%
Watching Video online	81%

Table 2 – Top web activities of the students

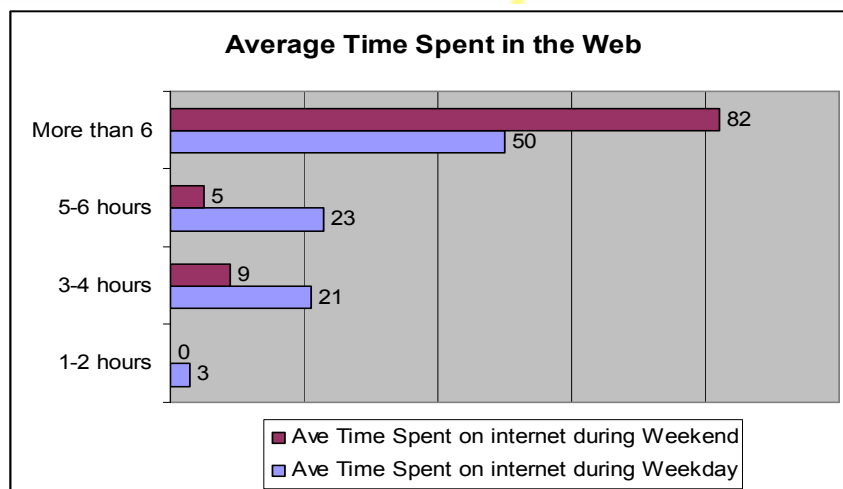


Figure 3 – Bar chart showing the students’ average time spent surfing the web

9. Equations:

Equations should be centered on the page, with a blank line above and below. They should be numbered consecutively throughout the paper, using Arabic numbers in parentheses at the right-hand margin.

10. Lists:

Lists should be indented. Items should be bulleted: Bullet style: round, black.

11. Acronyms and abbreviations:

Acronyms and abbreviations for organizations and agencies should be explained in their first use, such as the De La Salle University (DLSU). To abbreviate the name of the organization or institution to the initial letters, use capitals and no periods.

12. Authors are responsible for obtaining permission to reproduce any previously published or copyright material with the exception of short quotations.

13. Papers must be suitable for a 15–20 minute presentation at a plenary session. Please include name, position, department, institution and contact information (mail, phone, fax and e-mail).

Kindly send your full paper to touchpoint2010@dlsu.edu.ph .

Deadline for submission of full paper is January 15, 2010.

All accepted papers will be included in the conference proceedings upon settlement of registration fees.