



**Raising Standards Through Inquiry:**  
**Professional Development in the Natural Environment**

Royal Botanic Gardens, Kew

9-10 July 2013

**Guidelines for Preparing Papers for the Conference Proceedings**

We are producing conference proceedings of all papers, posters and workshops. We believe it is important to ensure there is a record of the excellent work you are doing in inquiry-based science education and to share this with the wider education and botanic garden community. To help us in the preparation of the proceedings, we ask you to follow the guidelines set out below.

All papers must be submitted in English. Please write clearly and concisely, cut out unnecessary words and write in an active rather than passive voice, for example, 'the children investigated the problem' rather than 'the problem was investigated by the children'. Avoid using technical jargon and make sure you explain acronyms. Split up long passages of text with subheadings, bullet points and summaries. After you've finished writing, read your paper out loud. This will give you an impression of how it sounds in a reader's head and whether it needs fine tuning.

## Font

- 12 point Times New Roman

## Line spacings and margins

- single line spacing
- 2 cm margins all around (left, right, top and bottom)

## Title

- Bold, lower case, centered

## Author

- Leave one line space below title
- List author -first name and second name. For example, **Jane Green and Roberto Jaime Hernandez Bermejo**
- Bold, upper and lower case, centered

## Author Address

- Leave one space below author
- List botanic garden/ institution address (3 lines maximum)
- Upper and lower case, centered

## Text

- Leave three lines below address
- Left justified, right unjustified
- One line space between paragraphs, no indentations
- First order headings upper-case bold, justified left, leave one line space below text
- Second order headings upper and lower case bold, justified left, leave one space below text

- Third order heading upper and lower case underlined, justified left, do not leave any space between heading and text

Please note that for workshops, include the aims and objectives together with a format of the session. For posters, please send an A4 PDF version of your poster. If the text is not legible at this size please send a summary adhering to the guidelines above.

## **Diagrams and References**

- Good quality drawings, slides, graphs or photographs are always appreciated.
- Include diagrams in relevant position in text. Label accordingly (Figure 1, Table 1 etc). Please make sure you have approval for the use of any images
- Use Harvard style of referencing

i.e. in text (Tilden 1977) – no punctuation

in reference listing Tilden, F. 1977, Interpreting Our Heritage, 3<sup>rd</sup> edn, The University of North Carolina Press, Chapel Hill, USA.

## **Images**

Any images must be digital and of a high resolution. Please include these with the electronic submission and make sure you have approval for their use.

## **Length**

Papers for publication in the congress proceedings should be around 1,000 – 2,000 words in length, depending on the paper, but should not

exceed 2,000 words (including references). Diagrams and graphs should be referenced in the text and have a caption.

## **Submission**

Papers should be submitted electronically to [education@bgci.org](mailto:education@bgci.org)

**Deadline date: Friday 21<sup>st</sup> June 2013**

## **Queries**

If you have any questions please do not hesitate to contact us:

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