

**DICE Annual Conference: “Development Education Matters”
17th and 18th June 2010**

Mary Immaculate College Limerick

Guidelines for Final Papers

If your proposed paper is accepted (see guidelines on “Call for Papers and Poster Presentations”) you will be notified on 16th April 2010. Those who are presenting a paper will then be asked submit a final paper by Monday 7th June 2010.

1. Length of Final Paper

- The session for presentation of papers is 1.5 hours. Papers should normally be approximately 10-15 A4 pages.

Please Provide the Following Information in your final paper

i. Author and Title Information

- Title
- First Name
- Family Name
- Affiliation: (college, organisation, etc where relevant)
- Title of paper

ii. Formatting Instructions

- The maximum length of the paper is 20 pages (including ALL tables, appendices and references).
- Use Times New Roman 12-pitch font, double spaced, and 1-inch (2.5 cm) margin all around.
- Number all of the pages of the paper.
- NO changes in the paper title, abstract, authorship, and actual paper can occur after the submission deadline.
- Check that the paper prints correctly (i.e. all imported figures and tables are there), and ensure that the file is virus-free.

iii. Technology

- All technical session slides must be in PowerPoint
- You will be contacted by your moderator with instructions on how to submit your PowerPoint presentation file to the moderator for preloading onto their laptop computer.
- *Note:* you must be present at the conference and cannot be represented by another person except in exceptional circumstances.

iv. Rejection and Publication

DICE reserves the right to reject final papers and to publish those presented at the conference in a post-conference publication and website