SUBMISSION GUIDELINE

Author[1]*, Author[2]

[1]Affiliation, Address, City, Country

E-mail address: XXX@mail.XXXX

[2]Affiliation, Address, City, Country

Abstract

The template serves as a submission guideline for authors interested in the 'International Conference on Action Research in Education' (iCARE) 2014. The first page of the submitted paper should include the title of the paper and complete contact information of the first author, which should include the authors' names, affiliation, full postal and email address. If there is more than one author for the paper, the corresponding author should be clearly marked with **an asterisk (*)**. Four to five key words must be given as below.

Keywords: Action research, education, practices, in-service teachers, pre-service teachers

Introduction

The paper **MUST** be submitted to the iCARE official website. The paper should include an abstract of 150-200 words and the full paper must not exceed 4500 words. iCARE reserves the right to modify the paper title and abstract when technically appropriate.

The heading and sub headings of the full paper are only suggestions and the author(s) have the discretion to include suitable heading and sub headings based on each author(s) creativity but should have the basics, such as, context, research focus, objective(s) or research questions, action(s) or the process showing the action(s), research method, findings showing the impact or effect of action(s) or how the action(s) transform the author(s) practice(s) and related review of literature. iCARE 2014 only accepts papers that has not been presented or published elsewhere and reserves the right to reject papers that has been presented or published elsewhere.

Reflection of Learning and Teaching Experience

The paper should be in single-column format, using a 10 point Arial font with normal text spacing. Do not add page numbers, header or footer to your paper.

Concern or Research Focus

All tables and figures should have suitable titles and be sized as this page and illustrated as shown in Table 1 and Figure 1.

Table 1

Students' Verbal Responses

Student	Verbal Responses
Lucy	I enjoy drawing
Mark	The activity was fun
Saul	Need to add other activity
Jen	It was boring

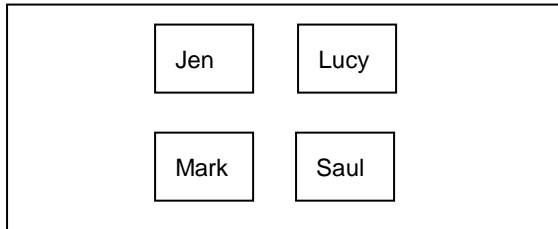|			
	Jen	Lucy	
	Mark	Saul	

Figure 1. Students' initial seating arrangement.

Research Objectives or Research Questions

All papers should be sent electronically in MS Word-compatible file format to the iCARE 2014 Secretariat via email icare1@ipbl.edu.my

Submissions will be acknowledged shortly after receipt. Authors should carefully proofread their papers prior to submission. Please pay careful attention to spelling and grammar, in particular. Also, please rely on gender neutral language. Papers with extensive errors will be returned without review.

Planning and Implementing of Action

Submission of a paper to ICARE implies a commitment by the author(s) to engage in the review process and to have the article published online. Articles previously published, those under consideration by another conference or journals, and those with a pre-existing copyright may not be submitted for review and consideration.

Research Method

A description of the research method in collecting, analyzing and checking data other than the rational for the chosen research method should be made by the author(s). The research participants should also be described in this heading.

Reflection

For this heading, the author(s) should describe and discuss among others, the research findings, the author(s)' reflective learning and suggestions for the next cycle.

References

iCARE 2014 uses the APA (American Psychological Association) referencing style. Please consult the ***Publication Manual of the American Psychological Association***, Sixth Edition for further style guidelines. It should be noted that only works cited in the paper can be included in the references section. The references should begin with the heading **References** appearing centered at the top of the page. iCARE 2014 does not rely on footnotes or endnotes. Any full or partial with-in text quoted material should include the relevant page number(s) with the source citation (e.g., Author & Author, 2008, p.1). Please also note the use of ampersand for within text citations contained in parentheses. Authors should carefully document their work, and a complete list of references (no more than 20) should appear at the end of the text.

Appendices

The appendix should be labelled alphabetically, such as, Appendix A, Appendix B and others. The appendix should also be arranged based on the sequence as cited in the full paper. The author(s) should also provide the title and caption for each appendix.