



IMPROVING UNIVERSITY TEACHING

Author Guidelines for Conference Proceedings

Congratulations on being selected to present your scholarly work at the International Conference on Improving University Teaching. We invite you to have your paper published in the Conference Proceedings, which will be posted as a link on the IUT homepage following the conference.

Formatting Your Paper for Publication

- Please limit your completed manuscript to no more than 3,500 words.
- Use 1 inch or 25mm margins. Use 12-point font and double spacing.
- Indent paragraphs without double spacing between paragraphs.
- Manuscript Cover Page should include: Title, Conference Name and Date, Conference Sub-theme, Author(s) and each author's Institutional Affiliation. Also indicate which of the authors will be the corresponding author and indicate their email address. (See the Sample Paper on this website.)
- Abstract: 100 words accompanied by a 2-sentence summary.
- Keywords: please include 3-5 keywords.
- IUT recognizes that our contributors represent multiple disciplines from various institutions world-wide. Paper authors should therefore use the format recognized by his/her own discipline.
- Please do not use footnotes.
- Please **DO** include references.
- Each manuscript will be edited for the following: division of sections, spelling, clarity, language usage, and internal consistency.

NB: Though we will respect varied disciplinary formats, it is IUT policy to standardize spelling and punctuation according to current practice in the U.S.

Thus having your paper posted on the IUT website will result in the same sort of copy editing that would occur were you to publish in a U.S.-based journal, and British spelling conventions (e.g. *colour*) will be altered to fit American practice (e.g. *color*).

In order to give presenters a chance to profit from audience feedback, IUT does not require paper submission until approximately one month **AFTER** the conference.

Please submit your paper as a Microsoft Word document (**NOT** as a pdf) to iutconference@gmail.com by the date indicated on our website. Address all inquiries to Jim Wilkinson at the same address.