

AUQF2008

Quality and Standards in Higher Education: Making a Difference

CALL FOR CONTRIBUTIONS

1. Background

The Australian Universities Quality Forum (AUQF) is Australia's premier annual event for discussing quality assurance in higher education. The Forum, and associated activities and publications, are organised by the Joint Steering Group (JSG), which is drawn from many associations and organisations in the higher education sector.

The target audiences for the Forum are senior executives of higher education institutions with responsibility for quality assurance, planning and institutional improvement, academics and managers active in quality assurance and enhancement, professional associations and government agencies. Anyone with an interest in quality in higher education will find the forum of interest and value.

The JSG is delighted to announce that the seventh annual AUQF is to be held in **Canberra** on **9-11 July 2008**. The JSG encourages participation in AUQF by academics and higher education quality practitioners across the Asia-Pacific region.

2. AUQF2008 Themes

The theme of AUQF2008 is **Quality and Standards in Higher Education: Making a Difference**.

A. Academic Outcomes and Standards

including:

- determining academic standards and balancing the 'fitness of' and the 'fitness for' purposes of academic audit
- the identification and management of academic risk
- ensuring fitness of purpose against external reference points
- the role of professional associations in quality assurance
- learning about quality assurance from other sectors
- quality assurance issues for NSAI's

B. Learning and Teaching

including:

- evaluating the quality of learning and teaching
- developing effective indicators for learning and teaching outcomes
- staff engagement in quality assurance
- quality assuring the student experience
- the relationship between academic standards and student outcomes

C. Community Engagement

including:

- evaluating the quality of community engagement
- integrating community engagement into higher education processes
- community standards and expectations

D. Research

including:

- different approaches to assessing the quality of research
- establishing standards for the quality of the research student experience
- evaluating community engagement in research

E. International

including:

- academic standards in the context of transnational education
- establishing quality standards for the internationalisation of the curriculum and study abroad programs
- international and regional collaboration on QA

As the overarching purpose of the AUQF is to facilitate discussions about quality and quality assurance in higher education, the JSG welcomes contributions on any topics that relate broadly to the conference theme *Quality and Standards in Higher Education: Making a Difference*, but contributors are requested to indicate in which sub-theme they wish their contribution to be considered.

3. Types of Contribution Sought

The JSG will consider proposals for contributions in the following three categories:

- (i) Peer-reviewed paper
- (ii) Un-refereed paper (NB: Un-refereed papers will be considered on application but will not be included in the published AUQF Proceedings)
- (iii) Workshop session, which may include a pre-forum online component

Guidelines for papers and workshop proposals are provided below. Formatting information is at **Attachment 1** (Instructions for Authors & Workshop Facilitators). Participants are asked to follow these instructions precisely, in order to facilitate preparation of AUQF Proceedings.

The JSG has decided not to seek poster contributions for AUQF2008. People or groups who may have been planning to submit a poster proposal should contact Dr Antony Stella, JSG Chair for AUQF2008.

4. Guidelines for Papers

- Papers on any topic related to the theme of the Forum will be considered.
- Papers should be between **1500** and **3000 words in length**, including any figures, tables, references, acknowledgement and appendices but not including the abstract.
- Papers must be accompanied by an abstract of up to **250 words**.
- Detailed instructions for formatting proposals are contained in **Attachment 1** (Instructions for Authors & Workshop Facilitators).
- Papers will be peer-reviewed unless the authors specifically indicate they wish their paper to not be sent for refereeing. The acceptance of proposals for un-refereed papers for inclusion in the program is at discretion of the JSG selection committee.
- Peer-reviewed papers will be chosen through a blind refereeing process in accordance with DEST Higher Education Research Data Collection criteria (http://www.dest.gov.au/sectors/research_sector/online_forms_services/higher_education_research_data_collection.htm). Accepted papers will be published in AUQF Proceedings and on CD-ROM.
- Contributors will be provided with advice of acceptance or rejection of their paper, together with comments from peer reviewers. A final version of the paper must be provided approximately two weeks prior to AUQF2008.
- If a proposal is selected for presentation, contributors will have a 45-minute session in the Forum program. Presenters should allow approximately 30–35 minutes to deliver the paper, followed by time for questions and discussion.
- Prior to or at AUQF200 the JSG may ask a small number of presenters to provide a repeat session of their paper during the Forum, to ensure that more attendees have an opportunity to experience the presentation. Any repeat session would be by agreement with the presenter. The JSG would be grateful if authors could note this possibility.
- The deadline for paper submissions is **Monday 10 March 2008**. **** Please note the deadline for submissions has been extended to Friday 18 April 2008****.

5. Guidelines for Workshop Proposals

- Proposals on any topic related to the AUQF2008 theme will be considered.
- The JSG is keen for the workshops to be truly **interactive**, and workshop outlines should indicate how the participants in the workshop will be involved.
- Workshop presenters are invited to include a pre-forum online component in their activities if they choose, although an online component is not a requirement. Workshop facilitators will be responsible for organising the online component of their workshops but AUQF may be able to provide some assistance.
- AUQF2008 may also include invited workshops, to be facilitated by persons approached directly by the JSG.
- Workshop outlines must **not exceed two A4 pages**.
- Detailed instructions for formatting workshop outlines are contained in **Attachment 1** (Instructions for Authors & Workshop Facilitators).
- Proposals for workshops will be assessed by the JSG selection committee. Accepted workshop outlines will be published in AUQF Proceedings and on CD-Rom.
- For accepted workshops, the **face-to-face component** of each workshop will be allocated 90 minutes in the Forum program.
- The deadline for workshop submissions is **Monday 10 March 2008**. **** Please note the deadline for submissions has been extended to Friday 18 April 2008****

6. Copyright

Persons submitting contributions to AUQF will retain copyright in the work but are required to grant AUQA a non-exclusive, royalty-free licence to publish the work, or an extract, in AUQF material such as the Program and Proceedings. Authors should fax a completed Copyright Licence Agreement form to AUQA (**Attachment 2**) with the submission of their contribution.

7. Submission of Papers and Workshops (10 March 2008)

**** Please note the deadline for submissions has been extended to Friday 18 April 2008****

Send one electronic copy of your proposal to Claire Gresty, the AUQF Event Administrator, at c.gresty@auqa.edu.au.

Authors will be notified of the acceptance of contributions by 5 May 2008.

8. Final Versions of Papers and Workshops

Contributors may make minor revisions to their papers and workshop outlines to take into account comments by referees or the selection committee. These final versions of papers and workshops will be the ones published in AUQF Proceedings.

Updated final versions of papers and workshop outlines must be submitted via email to Claire Gresty, the AUQF Event Administrator, at c.gresty@auqa.edu.au by **18 June 2008**, to allow time for editing and publishing the final AUQF2008 program. Biographical details for workshop facilitators should also be submitted at this time.

9. Best Paper / Paper Presentation / Workshop

The JSG will organise an evaluation process to decide best paper, best presentation and best workshop. Announcements and presentations will be made at the end of Day 3 of AUQF2008. The JSG reserves the right to not make an award in any category.

10. Key Dates

November 2007	Call for Contributions released
10 March 2008	Deadline for submission of contributions (all categories) ** Please note the deadline for submissions has been extended to Friday 18 April 2008**
5 May 2008	Contributors notified (all categories)
18 June 2008	Final versions of papers and workshop outlines due with AUQF Biographical notes for workshop facilitators due with AUQF
9-11 July 2008	AUQF2008, Canberra

11. Further Information

Contact either:

Dr Antony Stella JSG Chair Australian Universities Quality Agency Level 10, 123 Lonsdale Street Melbourne Vic 3000 Tel: (03) 9664 1025 Fax: (03) 9639 7377 Email: a.stella@auqa.edu.au	Claire Gresty AUQF Event Administrator Australian Universities Quality Agency Level 10, 123 Lonsdale Street Melbourne Vic 3000 Tel: (03) 9664 1040 Fax: (03) 9639 7377 Email: c.gresty@auqa.edu.au
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<http://www.auqa.edu.au/auqf/2008>

AUQF2008

Quality and Standards in Higher Education: Making a Difference

INSTRUCTIONS FOR AUTHORS & WORKSHOP FACILITATORS

Guidelines for Papers for AUQF2008

Author 1^a and Author 2^b

^a Position Title, Institution, City, Country

^b Position Title, Institution, City, Country

An abstract of no more than 250 words should be provided here in the format given in the style 'abstract'.

Keywords: guidelines, AUQF2008, author

1. Introduction

This document is an example of the style to be used to format a paper for submission to AUQF2008. Please follow the directions given below.

The paper should be between 1500 and 3000 words, including title, body text, figures and tables, references, acknowledgements and appendices, but not including the abstract.

Preferred file format

The preferred file format for submission of the paper is Microsoft Word.

Page setup

Use A4 paper size settings and use mirror margins settings, margins to be set at: Top 2.5cm, Bottom 2.5cm, Inside 2.5cm, Right 2cm. Leave the Gutter at 0cm.

Black and white

All text must be in black. Please check all figures, diagrams or illustrations are clear when printed in black and white, as printed Proceedings will be in black and white.

Headers or footers

Ensure that your document does not include headers or footers, as these will be added when the paper is inserted into Proceedings.

Page numbers

Include page numbers in the middle of the page.

Footnotes and endnotes

Do not use footnotes or endnotes in the paper.

2. The Structure of the Paper

Title (heading level 1)

The title should be Times New Roman bold 12 point centered. Use maximal capitalisation, as in the example below.

Title of the Paper for the Forum Participants

Author details

Author names are Times New Roman italic 12 point centred. Author details are Times New Roman italic 11 point centered. Each author is to be identified by superscript ^a and ^b as in the example below. Use 12 point paragraph spacing after.

Author 1^a

Author 2^b

^a Position Title, Institution, City, Country

^b Position Title, Institution, City, Country

Abstract

The abstract should be no more than 250 words. Use Times New Roman italic 11 point left and right justified, in single spacing, as in the following example. Use 12 point paragraph spacing after.

An abstract of no more than 250 words should be provided here.

Keywords

Keywords use the same style as the Abstract. Three words or phrases should be provided to facilitate indexing and refereeing.

Keywords:.....

Body text

Body text is Times New Roman 11 point, single spaced. Text is left and right justified. Do not indent or tab the first line of a new paragraph. Use 12 point paragraph spacing between paragraphs and at the end of each section.

All abbreviations or symbols should be defined when first used.

Heading level 2

Heading level 2 is Times New Roman bold 11 point, single spaced with 12 point paragraph spacing after. Text is left and right justified. Use maximal capitalisation. (NB. Heading level 1 is used only for the title of the paper.)

1. Preparation for Quality Audit

Heading level 3

Heading level 3 is Times New Roman italic 11 point, single spaced with 6 point paragraph spacing after. Text is left and right justified. Use maximal capitalisation.

2.3 Applying Quality Frameworks within Universities

Figures and Tables

Figures (including diagrams) and tables should be numbered consecutively in the order in which reference is made to them in the text, e.g. Figure 1, Figure 2, etc.

Use Arial bold 9 point font for the figure heading with maximal capitalisation, as in the example below. Place the heading under the figure, left and right justified, with 12 point paragraph spacing after.

Figure 1: New University Structure

Use Arial bold 9 point font for the table heading with maximal capitalisation, as in the example below. Place the heading above the table, left justified, with 12 point paragraph spacing after.

Use Arial 9 point font for text and numbers in the table, with one line and 12 point paragraph spacing after the table. If more than one table is used, layouts should be consistent throughout the paper.

Table 1: Title of Table

Heading	Heading
Add text here	Add text here
Add text here	Add text here
Add text here	Add text here

Bullet points

Lists using bullet points should be kept to a minimum. The format is as shown in the example:

- format for bullets

Acknowledgements and Appendices

Any special assistance may be acknowledged. Both acknowledgements and appendices should follow the reference list and should use the body text style.

3. References

In-text citation

Use in-text citations in preference to footnotes and endnotes. In-text citations should include author name(s) and the publication date, as in the examples below:

(Smith, 2000)

(Smith, Jones & Brown, 2000)

(Smith, 2000; Jones, 2001; Brown, 2002)

(Smith et al., 2000) for more than three authors

Order

References should be listed at the end of the paper in alphabetical order.

Style

References are listed in Times New Roman 11 point, with 6 point spacing after each entry. References are left justified. Do not leave a blank line between references. Examples of referencing different sources are given below. For references to electronic materials, contributors should follow American Psychological Association style (<http://www.apastyle.org/electsource.html>).

Example of a journal article:

Trofino, J. (1993). Implementing a quality management system: One university's experience. *Quality Management*, 24(7), 40-42.

Example of a book:

Goodman, P. S., Sproull, L. S., & Fenner, D. B. (1990). *Quality and Organisations*. San Francisco, CA: Jossey-Bass Publications.

Example of conference proceedings or book chapter:

Milan, J., & Munt, C. E. (1992). A modern, fully integrated quality management system. In K. C. Lun, P. Degoulet, T. E. Piemme, & O. Reinhoff (Eds), *QualInfo'92 Proceedings of the Seventh World Congress on Quality* (pp. 236-240). Amsterdam: Elsevier Science Publishers.

Example of online periodical:

Choy, S. C., & Troudi, S. (2006). An Investigation into the Changes in Perceptions of and Attitudes Towards Learning English in a Malaysian College. *International Journal of Teaching and Learning in Higher Education*, 18 (2), Retrieved November 2, 2006, from <http://www.isetl.org/ijtlhe/past2.cfm?v=18&i=2>

Example on online reference:

Woodhouse, D., & Stella, A. (2006). Serving the Cause of Indigenous Issues: Thematic Analysis of the Institutional Audit Reports of AUQA, AUQA Occasional Publications Series No. 8, Retrieved November 3, 2006 from AUQA Publications website: <http://www.auqa.edu.au/qualityenhancement/publications/occasional/publications/index.shtml>

Guidelines for Workshop Proposal for AUQF2008

Workshop Outline

Author 1^a and Author 2^b

^a Position Title, Institution, City, Country

^b Position Title, Institution, City, Country

1. Introduction

This document is an example of the style to be used to format a workshop outline for submission to AUQF2008. Please follow the directions below.

The workshop outline should be no more than **2 A4 pages**, including title, body text, figures and tables and references.

Preferred file format

The preferred file format for submission of your Paper is Microsoft Word.

Page setup

Use A4 paper size settings and use mirror margins settings, margins to be set at: Top 2.5cm, Bottom 2.5cm, Inside 2.5cm, Right 2cm. Leave the Gutter at 0cm.

Black and white

All text must be in black. Please check all figures, diagrams or illustrations are clear when printed in black and white, as printed Proceedings will be in black and white.

Headers or footers

Ensure that your document does not include headers or footers, as these will be added when the paper is inserted into Proceedings.

Page numbers

Include page numbers in the middle of the page.

2. The Structure of the Workshop Proposal

Title (heading level 1)

The Title should be Times New Roman bold 12 point centered. Use maximal capitalisation, as in the example below, followed by the words 'Workshop Outline'.

Title of the Workshop Proposal

Workshop Outline

Author details

Author names are Times New Roman italic 12 point centred. Author details are Times New Roman italic 11 point centered. Each author is to be identified by superscript ^a and ^b as in the example below. Use 12 point paragraph spacing after.

Author 1^a

Author 2^b

^a Position Title, Institution, City, Country

^b Position Title, Institution, City, Country

Outline (Heading level 2)

Heading level 2 is Times New Roman bold 11 point, single spaced with 12 point paragraph spacing after. Text is left and right justified. (NB. Heading level 1 is used only for the title of the paper.)

1. Outline

Heading level 3

Heading level 3 is Times New Roman italic 11 point, single spaced with 6 point paragraph spacing after. Text is left and right justified. Use maximal capitalisation.

1.1 Background to Current Higher Education Policy Debates

Body text

Body text is Times New Roman 11 point, single spaced. Text is left and right justified. Do not indent or tab the first line of a new paragraph. Use 12 point paragraph spacing between paragraphs and at the end of each section.

All abbreviations or symbols should be defined when first used.

Bullet points

Lists using bullet points may be used. The format is as shown in the example:

- format for bullets

Other formatting (figures and tables, references and acknowledgements)

All other formatting should follow the same style as for papers. Do not use headers or footers or footnotes / endnotes. Use in-text citation for references, e.g. (Smith, 2006).



Australian Universities Quality Agency

Chair: Emeritus Professor Deryck Schreuder

Executive Director: Dr David Woodhouse

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