



THE 14TH HIGHER EDUCATION INTERNATIONAL CONFERENCE ON
ONLINE TEACHING AND SUSTAINABLE QUALITY ASSURANCE: CHALLENGES AND PERSPECTIVES

Manuscript Guide (English Papers)

1. Format

The full paper should be in Microsoft Word format. Format styles are stated below:

Paper Title	14 pt., bold, left (uppercased)	Arial Single-spaced
Author Names	10 pt., normal, left	
Author Titles and Affiliations	8 pt., normal, left (footnote)	
Abstract Title	10 pt., bold, left	
Abstract Body Text	10 pt., normal, justified	
Keywords	10 pt., italic, left	
Keywords	10 pt., normal, left (lowercased, but capitalize proper nouns)	
Section Headings	10 pt., bold, left (uppercased)	
Subsection Headings	10 pt., bold and italic, left	
Normal Text	10 pt., normal, justified	
Table Captions	9 pt., normal, centred (above the table)	
Figure Captions	9 pt., normal, centred (below the figure)	
Footnotes	8 pt., normal, left	
Reference Heading	10 pt., bold, left (uppercased)	
Reference Listing	9 pt., normal, justified	
Appendix Headings (optional)	10 pt., bold, left (uppercased)	
Appendix Text (optional)	10 pt., normal, justified	

2. Title and Abstract

This part should contain the title of the manuscript; the author's name, title, institutional affiliation (the title and institutional affiliation should be stated at footnote); an abstract of length not exceeding 150 words, and a maximum of five keywords.

3. Main Text (6,000 words or less)

- a. Section and subsection headings should be used.
- b. Reference citations within the text should consist of the cited author's last name and the year of publication (the page number as well for direct quotes), enclosed in parentheses and with a comma, for example, (Cragin, 1985, pp.12-14). If the author's name appears in the sentence, only the year of publication (and the page number, if applicable) should appear in parentheses, for example, 'as discussed by Chow and Blumenfeld (1984, p.19)'. References to multiple works should occur within one set of parentheses, separated by semicolons, for example, (Doktor et al., 1985; Farmer & Chan, 1983; Tai, 1984).



4. Tables and Figures

- a. Each table/figure (including picture/chart) should be in black and white colour and numbered consecutively in Arabic numerals.
- b. Pictures/charts (if any) that are used in the paper should be provided individually in JPG format.
- c. If the figure is a non-original design, please indicate the source of the chart data in the footnotes.

5. Footnotes

Footnotes are preferred in cases where supplementary information about the body text is to be included and numbered consecutively in Arabic numerals.

6. References

The **APA style (APA 7th)** is adopted in principle by regarding the reference list. Examples below may serve as guides:

- Books / Book Chapters:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). <https://doi.org/10.1037/0000165-000>

Campbell, J. P., & Pritchard, R. D. (1976). Motivation theory in industrial and organizational psychology. In M. D. Dunnette (Ed.), *Handbook of industrial and organizational psychology* (pp. 63–130). Rand McNally College Pub. Co.

Ramsden, P. (2003). *Learning to teach in higher education* (2nd ed.). Routledge Falmer.

- Conference Presentations:

Bland, A. (2017, November). *The implementation of a junior Samoan language programme in a South Island, New Zealand secondary school context* [Paper presentation]. Australian Association for Research in Education (AARE) Conference 2017, Canberra, Australia. <https://bit.ly/37DvrHR>

McDonald, E., Manassis, R., & Blanksby, T. (2019, July 7-10). *Peer mentoring in nursing - improving retention, enhancing education* [Poster presentation]. STARS 2019 Conference, Melbourne, Australia. <https://unistars.org/papers/STARS2019/P30-POSTER.pdf>

- Journal Articles:

Bernhard, A. (2011). Quality assurance on the road: Finland and Austria in comparison. *European Educational Research Journal*, 10(4), 583–594. <https://doi.org/10.2304/eerj.2011.10.4.583>

Winter, J., Cotton, D., Gavin, J., & Yorke, J. D. (2010). Effective e-learning? Multi-tasking, distractions and boundary management by graduate students in an online environment. *Research in Learning Technology*, 18(1), 71–83. <https://doi.org/10.1080/09687761003657598>

- Newspaper Articles:

Hybrid learning at universities: UGC finalises draft. (2021, August 25). The Daily Star.



<https://www.thedailystar.net/youth/education/news/hybrid-learning-universities-ugc-finalises-draft-2160656>

Priyo, A. K. K., & Hazra, U. (2021, July 19). *Digital divide in online class during Covid-19 pandemic*. The Financial Express. <https://today.thefinancialexpress.com.bd/views-opinion/digital-divide-in-online-class-during-covid-19-pandemic-1626616783>

- **Published Conference Papers:**

Praveeni, S. M. N., Dilshani, A. K. D. N., & Herath, U. L. (2021). Distance learning during COVID-19 pandemic: Perceptions of undergraduates in state universities in Sri Lanka. In P. Malathy, S. Kajanthy, P. Rukshani, & P. Sarmatha (Eds.), *Proceedings of Vavuniya University International Research Conference 2021* (pp. 429–433). University of Vavuniya.

- **Webpages / Documents / Videos:**

ENQA. (2012). *Guidelines for external reviews of quality assurance agencies in the EHEA*. <https://www.enqa.eu/wp-content/uploads/Guidelines-for-external-reviews-of-quality-assurance-agencies-in-the-EHEA1.pdf>

Understanding U.S. higher education: Overview. (2017, July 24). [Video]. YouTube. https://www.youtube.com/watch?v=V_hfHDRnUrc

World Economic Forum. (2020, January). *Schools of the future: Defining new models of education for the fourth industrial revolution*. <https://www.weforum.org/reports/schools-of-the-future-defining-new-models-of-education-for-the-fourth-industrial-revolution>



第十四屆高等教育國際學術研討會——後疫情時代的教育創新與教學質量保證

中文論文格式

一、格式

稿件為 Microsoft Word 檔案格式，中文採用繁體字，格式如下：

英文篇名	14號字，粗體，靠左（全部大寫）	Arial 字體 單行間距
英文作者姓名	10號字，靠左	
英文作者職稱及單位	8號字，靠左（註腳）	
英文摘要標題	10號字，粗體，靠左	
英文摘要內文	10號字，左右對齊	
英文關鍵詞標題	10號字，斜體，靠左	
英文關鍵詞	10號字，靠左（全部小寫，專有名詞除外）	
中文篇名	14號字，粗體，靠左	微軟正黑體字體 單行間距
中文作者姓名	10號字，靠左	
中文作者職稱及單位	8號字，靠左	
中文摘要標題	10號字，粗體，靠左	
中文摘要內文	10號字，首行空兩格，左右對齊	
中文關鍵詞標題及標題關鍵詞	10號字，左右對齊	
節標題	10號字，粗體，靠左	
小節標題	10號字，粗體及斜體，空兩格	
內文	10號字，首行空兩格，左右對齊	
表格標題	9號字，置中（表格之上）	
圖表標題	9號字，置中（圖表之下）	
註腳	8號字，靠左	
參考文獻標題	10號字，粗體，靠左	
參考文獻清單	9號字，左右對齊	
附錄標題（如有）	10號字，粗體，靠左	
附錄內文（如有）	10號字，左右對齊	

二、全篇論文須包括：

- 中、英文篇名
- 中、英文摘要（段落文字；中文 300 字內、英文 150 字內）
- 中、英文關鍵詞（不多於 5 個）
- 中、英文作者姓名，中、英文作者簡介（以註腳形式標示姓名及時任教研職稱及單位）
- 註腳、參考文獻、附錄（如有）



三、正文 (10,000 字內):

- 應採用各節標題和小節標題顯示，層次分明；
- 標點：中文標點符號 (全型)，如逗號不用“,”而用“，”；“”為一般引號，“”為第二級引號 (即引號內之引號)；《》用於書籍、博碩士論文及期刊；〈〉用於單篇論文及書籍之篇章；
- 數字：一般數字 (如日期、頁碼、註釋號碼、百分比等) 採用阿拉伯數字；個位數目、題目中的數字、圖表號碼、中國傳統曆法日期等採用中國數字書寫；
- 引文：
 1. 直接引述，須加引號，並用括弧注明引文出處。例 1：“.....。” (祝建華，2004)；
例 2：馬成龍 (2000a) 指出：“.....。” (a 和 b 表示同年的不同文獻)
 2. 引文較長，可獨立成段，無須引號，但每行要空出四格，上下各空一行。
 3. 間接引述，須標明出處。例 1：柯惠新 (1999) 認為.....；例 2：其他學者亦有類似見解 (李良榮，1999；朱立，2000；汪琪、沈清松、羅文輝，2002)。

四、圖表：

- 圖表請使用黑白色顯示，圖表號碼以中國數字排序；
- 圖片或插圖請另行提供用於黑白印刷用 JPG 檔原檔；
- 如圖表為非原創設計，須在註腳註明圖表資料來源。

五、註腳：

- 用阿拉伯數字編號，置於文字的右上角；
- 註腳內引文形式與正文同。

六、參考文獻 (按 APA 格式第七版；按作者姓名拼音排序；如同時有英文文獻，則列完全部中文文獻後再按 APA 格式列出英文文獻):

- 專著：

王仕元、李修義與楊世文 (1992)。《1978-1991 中國改革全書：農村改革卷》。大連：大連出版社。

耿昇 (譯) (2006)。〈導論〉。《絲綢之路：中國—波斯文化交流史》(原作者：阿里·瑪札海里)。北京：中華書局。(原出版年：1993)
- 期刊：

祝新華 (2006)。〈建構「促進學習」的華文評估的策略〉。《華文學刊》，2，78-86。
- 其他出版物：

熊月之 (2000)。〈晚清上海私園公用與公共活動空間的拓展〉。載於黃克武與張哲嘉 (主編)。《公與私：近代中國個體與群體之重建》(頁 149-176)。台北：中央研究院近代史研究所。

羅貴祥 (2010 年 12 月)。〈公民認同：香港的「亞洲」少數族裔政治〉。論文發表於「香港：都市想像與文化記憶」國際學術研討會，香港中文大學。

何潤鋒 (2004)。〈足球全球化和球迷本土認同〉(碩士論文)。取自



<http://repository.lib.cuhk.edu.hk/en/collection/etd>

- 電子資源：

胡少偉 (2008)。〈香港考試制度的變革〉。《優質學校教育學報》，5，57-64。取自 <http://www.hkpera.org/forum/viewthread.php?tid=187&extra=page%3D1>

- 其他資料：

顧嘉輝 (作曲)、黃霑 (填詞) (1986)。《獅子山下》(羅文主唱)。收錄於《獅子山下》(唱片)。香港：華星唱片。

- **Books / Book Chapters:**

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Understanding U.S. higher education: Overview. (2017, July 24). [Video]. YouTube. https://www.youtube.com/watch?v=V_hfHDRnUrc

World Economic Forum. (2020, January). *Schools of the future: Defining new models of education for the fourth industrial revolution*. <https://www.weforum.org/reports/schools-of-the-future-defining-new-models-of-education-for-the-fourth-industrial-revolution>