

# INSTRUCTIONS FOR AUTHORS (for inclusion in the NEW Conference CD)

Please ensure that the format of your document adheres to the following guidelines:

**Use 1” margins all around**

**Top Title:** Use 18 pt. Times New Roman, Bold, Caps, and lower case, centered on the page, NOT bold.

**Author(s) with affiliation(s):** Caps and lower case, centered on page. Not bold.

**Body entries:** Use 12 pt. Times New Roman. You must use the following format:

<b>Abstract</b>	(100 words)
<b>Key Words</b>	Up to 5 words
<b>Target grade level(s)</b>	
<b>Mode of presentation</b>	Lab, demo, in class activity, etc.
<b>Prerequisite Knowledge</b>	
<b>Objective(s)</b>	
<b>Equipment and Supplies Needed</b>	Include sources if appropriate
<b>Introduction</b>	
<b>Procedure</b>	
<b>Comments</b>	So the activity can be duplicated
<b>Evaluation of the activity</b>	
<b>References</b>	
<b>Bibliography</b>	

Submission: Send your file as an email attachment to [MatEd@edcc.edu](mailto:MatEd@edcc.edu) before October 5, 2008.

## Paper Acceptance Information Form

**Paper Title:**

**Author(s):**

**Presenting Author:**

**Contact Information for**                      **Phone:**  
**presenting author:**                      **Email:**

Note that papers are scheduled for 30 minutes; if you wish 15 or 60 minutes, please indicate:

- 15 minute short module/ information update
- 60 minute lab presentation

Audio visual needed (please indicate):

Computer Projector

Computer with CD and slot

Flip chart

Other (please specify)

Your paper will automatically be considered for publication on the MatEd website. If you do not wish the paper to be considered, please mark the following:

*I wish NOT to be considered for publication on the MatEd website \_\_\_\_\_*

RETURN as soon as possible to [MatEd@edcc.edu](mailto:MatEd@edcc.edu).

**Deadline September 15, 2008.**