Criteria and Instructions for Paper Submission and Selection

Instructions for full paper submission

Deadlines

- Submission of full papers: 15 April 2022
- Notification of acceptance of full paper as soon as it is approved but not later than: 1 May 2022
- Uploading of full paper/presentation (for modification, if any): 15 April 2022

All papers should be submitted online in EasyChair at "Submissions." A link will be provided for accepted abstracts.

Please ensure your paper meets the following requirements:

a) the document must be saved in DOC, DOCX, ODT, ODF or RTF file format,
b) the font type and size must be Times New Roman, 10pt, in single-spaced format,
c) the title must appear at the top of the first page, and
d) the paper must be between 3,000 and 4,000 words in length.

Paper review process

All papers will go through blind review by peer reviewers identified by the PCF10 Programme Committee. The criteria for acceptance of the papers will cover the following:

- the paper is related to the sub-theme,
- the paper is complete, clear and well-organised,
- the significance, applicability and interest to the field (relevance beyond case presented) is clearly articulated,
- the problem is clearly described within a theoretical framework (where appropriate),
- the literature review demonstrates a clear relationship between the problem and learning for sustainable development and other relevant literature,
- the research design and methodology are appropriate for the study,
- the discussion of the results is accurate and useful
- the paper uses sound argument and analysis,
- the conclusion describes implications for practitioners in learning for sustainable development practice, and
- the paper is written in an acceptable standard of English.

The corresponding author, who must be registered in the system, will be notified of the results of the review within two weeks of submission. Reviewers may make recommendations for improvement of a draft submission that has received preliminary acceptance. These recommendations must be adequately addressed by the author (or authors) to ensure final acceptance.

Submission of full papers/ presentations

There will be no print publication of papers submitted at PCF10. Authors whose proposals are accepted will be requested to submit their papers and presentations online at a link to be provided.

For examples of previous conference papers see: http://oasis.col.org/handle/11599/2403

Approved papers may be shared by COL on its online open access repository of learning resources OAsis. For COL OAsis, papers should not exceed 3000 words. All papers shared on COL OAsis will be licensed under the Creative Commons-Attribution-ShareAlike 4.0 International licence .

Submission pre-requisites:

Kindly ensure that you adhere to the following while submitting your full paper:

- The paper must be an original contribution that has not been published before and is not being considered for publication elsewhere.
- The paper must demonstrate sound research principles and include complete and adequate referencing (in accordance with APA 7.0 style).
- The paper must be between 3,000 and 4,000 words in length (excluding title and author details) and well written — that is, clearly structured to facilitate readability and free of spelling and grammatical mistakes. Use single space, A4 size, text font type and size must be Times New Roman, 10pt, in single-spaced format. Follow three levels of headings, where applicable.
- The paper must not contain third-party copyright content.
- The name and affiliations of the author (or authors) must be included at the top of the paper between Title and Abstract.
- At least one author must be registered to attend the Forum. If paid conference registration is still incomplete by the last date for registration, the paper will not be included in the Forum schedule.
- By submitting a paper, authors give consent for that paper and the authorship details to be featured in the Forum programme book.
- You will also have the option of submitting your presentations (only if the full paper is accepted/accepted with modification for presentation). Please note that you must follow the guidelines you receive when you upload your presentation (in .PPT or .PPTX formats).

Guidelines for poster preparation

The poster session provides an alternative for authors to share and present brief summaries of their work to all conference participants and attendees. It is required that at least one presenter per accepted poster be registered to attend the Forum. While submitting the poster, we recommend that the poster be submitted as a single A4 size document in PPT or PPTX or PDF format.

We expect to provide presentation space for the poster presentation. Authors are expected to bring their poster in 420 X 594 mm size.