Annual Proceedings of Eurasian Higher Education Leaders' Forum 2016

Guide for Authors and Style Conventions

Please read carefully the following recommendations for writing a paper before you submit it to the Proceedings of Eurasian Higher Education Leaders' Forum.

APA referencing is requested. Please make an online reference for the latest APA conventions. Please submit in Word.doc format according to the style requirements listed below.

1. All articles must be submitted **in English only** in MS Word format. Please try to use outside justified page headers.
2. Manuscripts should be 2500 words in length, including tables, appendices, and references. All manuscripts will be blind-reviewed. Manuscripts should be submitted electronically to the Proceedings Editor, Kairat Kurakbayev, at gse.research@nu.edu.kz as an e-mail attachment. Full name, address, contact telephone number and email address of author/s should be included in the body of the e-mail and on the title page of the manuscript.
3. Articles considered for publication should reflect the theme of the 2016 Eurasian Higher Education Leaders' Forum "*Higher Education and Modernization of the Economy: Innovative and Entrepreneurial Universities".*
4. Please begin the paper with an abstract (250-300 words) summarising the content of the article and indicate the abstract with the heading Abstract. Other essential headings may include:
   - Introduction
   - Sample
   - Data collection and analysis
   - Results
   - Discussion/Implications
   - Conclusion

   Any other headings you find necessary within the paper to reflect the important subsections or divisions.
5. REFERENCES. In professional writing, we invariably have to refer to the work of fellow professionals either to bring new ideas into our work, or to demonstrate that we know the source of an idea or to use another person's writing to support what we are saying. This also guards against accusations of plagiarism. You are recommended to use the APA style of referencing.
6. If the program being used is MS Word, use Arial font 12 point for Body Text. 10 point Arial font for indented block quotes and footnotes. Do not follow the end of sentences with two spaces, only utilise a single space. Line spacing must be consistent in Body Text: 1.5 spacing. Indented block quotes and footnotes should use single line spacing.
7. Figures should be placed inside the manuscript at the relevant point of discussion. If previously published figures are used, written permission from the copyright holder(s) must be submitted along with the text. This information should also indicate the copyright holder's citation instructions.
8. All diagrams, photographs, illustrations and charts (not tables) are to be referred to in the text as Figures and should be numbered consecutively with Arabic numerals. These figures must be supplied as separate electronic files named in the format in which they were created and must be in one of the jpeg format. The required

resolution of these figures must be 350-750 dpi. The higher the resolution, the clearer the printed image.

9. Please keep vertical (portrait) tables a maximum of 5.5 inches/14 cm wide if possible. If width is a problem, use the landscape layout with section breaks on both sides if MS Word is being used.

10. A word count would be appreciated at the end of the text.

11. Please use American spelling. Please do not combine American and British spelling in a paper.

12. Please consider for purposes of presentation that the word 'research' and 'evidence' are collective nouns, thus 'research/evidence shows/presents' or 'research/evidence has shown, is presented' (do not use researches; or evidences). Within this context, please keep in mind that the word 'data' is plural, i.e. data are…

13. Receipt of your manuscript will be confirmed via e-mail (gse.research@nu.edu.kz).

14. All Copyright remains *with the author/s.*

15. Proceedings timeline:
    ● 10 June, 2016 – Send your one-page paper proposal with a working title and a 300-word abstract to Kairat Kurakbayev (gse.research@nu.edu.kz)
    ● 20 June, 2016 – Receive feedback from the editor.
    ● 20 July, 2016 – Submit your full manuscript to gse.research@nu.edu.kz
    ● July-August – Manuscript review and revision
    ● September – projected publication time.

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