



PAL Network Conference 2021
GUIDELINES FOR AUTHORS AND PRESENTERS

Annex 1: Style guide for paper submission

Introduction

Please follow these guidelines to author your full paper. We request that you align your work to these instructions to ease the review of the paper and the production of the PAL Network Book. Kindly ensure that submitted papers for review and publication are not under consideration for other publications.

Sections of the paper: Your paper should have the following sections.

1. *Abstract*: An abstract page of 300 words long with the title of the paper, name(s) and affiliation(s) of the author(s) (30 words at most for each author), and keywords (3-6 keywords).
2. *Introduction*. The Context and the background to the paper. Should also articulate the problem in focus. This could also be the overview of a program/project.
3. *Literature Review*. A thorough synthesis of the past and current literature backing the study. Your paper should explicitly define the theoretical or conceptual framework guiding the study/research.
4. *Methodology*. A clear and concise elaboration of the methods applied (approach as quantitative and/or qualitative), sample sizes, data analysis methods, and the steps taken to ensure the reliability and validity of the results as well as limitations of the study/research.
5. *Findings*. Clear and comprehensive presentation of results.
6. *Discussion and conclusion*. Discuss the strength and contribution of research to theory and practice.
7. References: Use [APA](#) style.
8. Appendices (when appropriate).

Ethical Considerations

Each author should adhere to the following ahead of submitting their papers for publishing:

1. That the necessary approvals commissioning the research/study were obtained to allow publication.
2. That confidentiality of the participant [data providers] was upheld during the study period.
3. That authors/researchers/practitioners sought informed consent for voluntary participation of data providers.
4. That no harm was done to the participants, environment, or communities during the research.

Formatting guidelines

1. **Title.** The title of the paper should be no more than 20 words.
2. **Word Count.** The paper should have a word limit of minimum 5,500 and maximum 6,000. This word count excludes, acknowledgements, reference list, appendices, tables, and figures.
3. **Headings.** Headings must be used to differentiate between sections of your paper. Authors are allowed to use up to three level headings (2.0, 2.1, 2.1.1) labelled in a clear and consistent format throughout the document.
4. **Photographs, figures and tables.** Ensure that photographs (coloured)/figures/tables are labelled with captions that are consistently positioned and formatted. Ensure you have rights/consent to use the photographs.
5. **Reference list.** Use the APA referencing system for both in-text citations as well as the reference list.
6. **Text.** All text should be black, in 11-point font, in Calibri, page (A4) setting. Files should be in Word documents with 1.5 spacing and justified margins.
7. **Submission:** PAL Network requires that the paper submission be made via email to conference@palnetwork.org . Final acceptance of the paper is contingent upon the satisfaction of the panel of reviewers and Editors.
8. **Deadlines.** Please submit your paper by **11.59 pm EAT on 7th October 2021.**

Annex 2: Guide for presenters

All papers will be presented during panel session either in plenary or breakout rooms. A detailed program will be shared showing the allocation for each of the accepted papers.

Paper presentation guidelines during the Conference

1. Accepted abstracts will be presented during the 3-days virtual Conference. The Conference is organised around nine sessions, three on each day. Each day, the Conference is scheduled to take 3 hours. The Conference participants are drawn from across the globe, requiring careful selection of the timings. The Conference is scheduled for 4pm-7pm (1600hrs-1900hrs) East Africa Time each day. Papers will be presented in both plenary and breakout sessions.
2. Each presenter/team will have a maximum of 10 minutes to present their work (a maximum of two presenters will be allowed to present one paper).
3. Presenters are requested to share their presentations in PPT and PDF formats by **25th October.**
4. We recommend a maximum of six (6) slides detailing a summary of the problem statement, methodology, key findings, implications/insights, and recommendations. The 6 slides are exclusive of the cover and reference slides.
5. Kindly ensure that your slideshow is not text heavy.
6. Please save the file with your name (corresponding author) and a 5 words summary of your presentation title. *Example, **Singh_Raj_ImprovingLearningOutcomesinMozambique.** (Last name, first name, summary title).*