

First Name Last Name (Institution / University of ...)

Title of the paper in TVET@Asia - The Online Journal for Technical and Vocational Education and Training in Asia

Abstract

The abstract should not exceed more than 250 words and is written in the format “Abstract_body-text” (Times New Roman 11 pt).

Please choose up to 5 keywords for your paper and use the format “Keywords_TVET@Asia” (Times New Roman, italic, 11 pt).

Keywords: TVET, problem-based learning, ...

1 Heading 1 (style “Heading 1”): general aspects

The papers should not exceed the word limit of 5,500 words (minimum 3,500 words) and is formatted as normal text (style “Body Text”).

1.1 Heading 2 (style “Heading 2”): formats

Papers for TVET@ASIA should be formatted in the style „Body Text“ (Times New Roman 12 pt, Align Left) – words in **bold** and *italics* can be used as well.

IMPORTANT: Please do not use hyphenation as it makes the transfer into HTML more difficult.

Please do not use any styles other than for Author name and affiliation (Author_Name_TVET@ASIA, Author_Afiliation_TVET@ASIA) the title (Title_TVET@ASIA), headings (Heading 1 – 3), captions for tables (Table_Caption_TVET@ASIA) and figures (Figure_Caption_TVET@ASIA), the figure itself (Figure_TVET@ASIA) and references (Reference_TVET@ASIA).

Table 1: **This is how the heading of a table looks like when set into style “Table_Caption_TVET@ASIA”.**

Example-	Table-	Row-

Captions of **tables** appear above the table; the explanation of figures below the figure. The **figures** should be formatted with layout “**in line with text**”.



Figure 1: This is the description of a figure – if appropriate you can also center it (style “Figure_Caption_TVET@ASIA”)

For **lists** the following applies:

- Lists should use the style list_TVET@ASIA
- Lists can use different symbols
- But please do not choose too fancy ones

After the list the normal body text continues.

1.1.1 Heading 3 (Style “Heading 3”): References

Please use the Harvard style of referencing, i.e. citations in the text, including page numbers were applicable: ‘The internal organisation of teacher training courses and certain characteristics of student life contributed further to undermining intellectual freedom and independence.’ (Pritchard 1999, 157)

Please do not use ‘p.’ for page – neither in the text nor in the list of references.

There is an example of a list of references below. Please use the assigned style “Reference_TVET@ASIA”:

2 Additional hints

This template was developed for Microsoft Word 2007, English language version. If you are using a Word version in a different language, the styles “Body Text” and “Heading xx” might have different names. For older versions of Microsoft Word another template is available.

References

Billet, S. (2001). Learning in the Workplace: Strategies for Effective Practice. St Leonards: Allen & Unwin.

Collins, J., Morton, P., & Dean, G. (2012). Maximising opportunities for career learning through work experience placements. Online: <http://vetnet.mixxt.org/networks/files/download.110992> (retrieved 18.3.2013).

Grootings, P. & Nielsen, S. (2008). Research and VET Reform Policy in Transition Countries. In Rauner, F. & Maclean, R. (eds.): Handbook of Technical and Vocational Education and Training Research. Berlin: Springer, 143-149.

Weigel, T., Mulder, M., & Collins, K. (2007). The concept of competence in the development of vocational education and training in selected EU member states. In: Journal of Vocational Education & Training, 59, 1, 53-66.

Please do not hesitate to contact us if you have any questions:

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