

The ELIA Teachers' Academy, Brighton, July 2007
Guidance for authors: 'trigger' papers

Trigger papers can be based on work in progress, a case study or a summary of research already completed. They are intended to provoke and guide debates at the Teachers' Academy and trigger papers selected will be published and made available to delegates in advance. Summaries will also be available on the Teachers' Academy website. An international peer review panel will review trigger papers submitted: each paper will be read by at least two reviewers. The steering committee will base its final selection on feedback from the peer reviewers and will also select papers to ensure that there is sufficient coverage of the issues raised in the submissions. All contributors will receive a copy of the peer reviewer's feedback.

The aim is to have 2 or 3 complementary trigger papers presented at discussion and debating sessions. Some sessions will be reserved for workshops but we anticipate that there will be opportunity for around 16- 20 trigger paper presentations during the course of the academy. Each presentation should be brief, lasting no more than 15 minutes, delegates will have received the published papers prior to the session and so the presentation is an opportunity to clarify or add detail to the paper. The remaining time in each session is for debating the issues and agreeing issues to be presented in the live, on-line forum. Facilitators in each of the discussion sessions will record the debate and brief panellists in preparation for the plenary panel debate.

Submitting a trigger paper

The trigger papers need to be brief and focused so the following conditions are set:

Trigger papers must:

- Be no longer than 2000 words, including titles, captions, references and bibliography.
- Be no longer than 5 pages of A4 including illustrations.
- Each submission must be accompanied by a completed cover sheet

Trigger papers will be peer assessed on the following criteria:

- Relevance to learning and teaching in architecture, art, design, media and performing arts.
- Relevance to key themes in the Teachers' Academy 2007. These have been kept as broad as possible and include: links between research and teaching, research-based learning; learning and the creative industries; pedagogic research in the subjects; example of good and/or innovative practice, etc
- Clarity of debate: identification of a relevant problem or issue.
- Analysis of the problem or issue and rationale for methods for addressing this.
- Originality
- Trigger papers must be written in English

General guidance

A trigger paper should:

- Open by describing an issue, problem or proposition
- Focus on issues that can be reasonably addressed in this context
- Use informative titles, heading and sub-headings.
- Have a clear emphasis on learning, teaching in architecture, art, design, media and/or performing arts.
- Be stand alone (not require further reading to be understood)
- Be properly referenced (see technical requirements, below)

Style and presentation

- Text should be in Arial 10 point font
- Use standard MS-Word heading styles i.e.: Heading 1: 14pt Arial Bold, Heading 2: 12pt Arial Bold, Heading 3: 12pt Arial
- For headings, do not use capital letters (except for the initial letters, proper names etc), and use punctuation sparingly
- Do not indent the first line of paragraphs
- Use a single carriage return between headings and paragraphs
- Paragraphs should be left-aligned (not justified), do not use hyphens to break words at the end of a line (do not apply hyphens and justification).
- There should be 1 space after a full stop
- The trigger paper should be written in a user-friendly manner, rather than as a piece of 'academic work'
- Do not use footnotes
- Trigger papers are to be submitted in English. Non-English words and phrases should be italicised, unless they are in common use as English idioms
- Use UK English spelling (not US English), for example: use '-ise' instead of '-ize', eg: emphasise, '-yse' instead of '-yze', eg: analyse.
- Illustrations and tables should be provided as separate files, and not embedded within text files. The location for these must be clearly identified in the text, for example: Figure 1, Figure 2, etc; Table 1, Table 2, etc. Remember, illustrations and tables must be included in the maximum of 5 pages.
- Any references should be indicated in the typescript by giving the author's name, with the year of publication in parentheses, for example: (ELIA, 2007); (Brown, 2003) etc. The references should be listed in full at the end of the trigger paper in the Harvard referencing guide HSL-DVC 1, see: <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.html>
- Electronic references should be cited using Harvard Guide HSL-DVC 2, see: <http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html>
- Length: 2000 words or 4 pages maximum plus one page of images.
- Authors are responsible for grammar and spell checking and proof reading, however trigger papers are subject to copy-editing for grammar, style, and format by the Steering Group.

Submitting your trigger paper

- Trigger papers should be submitted in electronic format, using Microsoft Word.
- Submissions should be sent via email to eliaproposals@brighton.ac.uk or email for an address to which a CD can be sent.
- All submissions must be received on or before 29 January 2007, all submissions must be made electronically.
- Text files should be named eliaxxx.doc, using the first three letters of your surname e.g.: John Smith: eliasmi.doc
- Charts, tables, maps or photographs in gif, jpeg or tiff format can be included as separate files as email attachments or on disk. All image files must be 300dpi. Image files should be named eliasmipic01.jpg, eliasmipic02.jpg or eliasmipic01.gif, eliasmipic02.gif, etc.
- You must complete the proposal form giving details about yourself, your institution and a synopsis of your paper that will be used in the programme and on the web site.

Copyright

You will be requested to grant to ELIA the irrevocable right to publish electronically and/or in hard copy any material submitted and warrant that you are the copyright holder, and that any material submitted will not infringe third party intellectual property rights.

Selection of trigger papers

The Steering Group will select trigger papers. The selection will be guided by the feedback and assessment from the peer reviewers. The Steering group will make one of the following decisions on each paper submitted:

- Approved unconditionally
- Approved with conditions
- Not selected.

Authors will be notified of the Steering Group's decision by 4 April 2007.

All authors will receive a copy of the peer reviewers' feedback and any additional comments by the Steering Group.

Authors who receive a conditional approval will make such changes as deemed necessary by the Steering Group and submit their final paper for approval by 8 May 2007.