



***Choices and Responsibilities:  
Higher Education in the Knowledge Society***

**Programme on Institutional Management in Higher Education (IMHE)**

## Guidelines for Authors

The following guidelines are designed to assist authors in preparing their contributions for the IMHE General Conference.

Papers should address issues bearing on the practical and policy direction of higher education as they relate to the topic of the Conference “*Choices and Responsibilities: Higher Education in the Knowledge Society*”. Both descriptive and prescriptive accounts are accepted but the contributions should offer general accounts drawn from different contexts going beyond the descriptions of individual cases.

- Papers can be submitted in either English or French. **Deadline: 17 June 2004.**
- Clarity of expression and thought are important. Title should be as brief as possible.
- Papers should be sent in electronic form. The most widely used word processing programme, and consequently the most convenient for the Secretariat, is Microsoft Word. These files should be submitted in **RTF format** (*Rich Text Format*). In addition, one hard copy should be sent to the IMHE Secretariat.
- There is equipment for computer projection (power point) and overhead projection in all conference rooms.

# Presentation

**The first page (cover page):** The following should appear centred on the page in this order – the title of the article and the name(s), affiliation(s) and country/countries of the author(s).

**An abstract** of 150 to 250 words should precede the main text.

**Main titles** should be centred.

**Page numbers** should be at the bottom.

**Length** should not exceed **5000 words** including figures and references.

**Font:** Please use **Times** as the typeface for your text. You may use whatever type size you find appropriate.

**Quotations** should be single-spaced and each line should be indented 7 spaces.

**Footnotes:** Authors should avoid using footnotes and incorporate any explanatory material in the text itself. If notes cannot be avoided, they should be endnotes typed at the end of the paper.

**Tables and illustrations:** Tabular material should bear a centred heading “Table”. Presentations of non-tabular material should bear a centred heading “Figure”. **The source should always be cited.**

**References in the text:** Jones and Little (1998) or Jones *et al.* (1998) in the case of three or more authors. However, the names of all authors should appear in the list of references at the end of the paper.

**References at the end of the article:** References should be listed in alphabetical order under the heading “References”. Examples of references:

- **For periodicals:**  
El-KHAWAS, Elaine (1999),  
“the ‘New’ Competition: Serving the Learning Society in an Electronic Age”, *Higher Education Management*, Vol. 11, No. 2, pp. 7-17.
- **For books:**  
CLARK, Burton (1998),  
*Creating Entrepreneurial Universities: Organisational Pathways of Transformation*, IAU Press/Elsevier Science LTD., London.

If you have any questions or comment concerning the files to be submitted along with your printed text, please do not hesitate to contact the Secretariat at:

**Please forward the completed submission form with your abstract to:**  
2004 General Conference, IMHE Programme, OECD  
2 rue André Pascal, 75775 Paris Cedex 16, France  
**E-mail:** valerie.lafon@oecd.org **Tel:** (33) 1 45 24 75 84 **Fax:** (33) 1 44 30 61 76  
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