

Author's Guide for RIHE Higher Education Forum

1. Article

- Length: preferable length is about 7,000 words excluding figures, tables and references. The length should not exceed 10,000 words.
- Language: Either British English or American English (spelling and terminology should be followed consistently throughout the article). If English is not your first language, please ask an English-speaking colleague to proofread your article.
- Abstract: all articles should include an abstract of 100 – 150 words.
- Key words: 5 to 10 key words or short phrases in alphabetical order.
- Papers may be submitted in WORD format. To assist you in preparing your paper, we provide formatting template (refer to SampleHEF on website). All accepted articles will be correctly formatted for publication.

2. Style

- Paper size: A4, 37 lines
- Margins: 1 inch (2.5cm)
- Font: Times New Roman
 - Title: 16pt, Bold, Left justification, 1.5 line feed
 - Author(s): 13pt, Capital
 - Job title(s), Affiliation(s), and E-mail address: 10pt, footnote
 - Main-Heading: 12pt, Bold
 - Sub-Heading: 12pt, *Italic*
 - Sub-Sub-Heading: 12pt, Underlined
 - Body: 11pt, 4 space indent except the first paragraph
 - Itemization: 4 space indent
- Alignment: Full justification
- Spaces: after a full stop – 2 spaces, after a colon, semicolon or comma – 1 space

3. Figures and Tables

- Figures: Center justification
- Figures' Title: 10pt, Arial, Bold, Center justification
e.g. **Figure1. Knowledge, society, and university**
- Tables: Center justification
- Tables' Title: 10pt, Arial, Bold, Center justification

4. Note

- 10pt, 0.5 line feed

5. Reference

RIHE follows American Psychological Association (APA) Style.

e.g.

- Periodical :

Author, A.A., & Author, B.B. (2004). Title of article. *Title of Periodical*, xx, xxx-xxx.

*Periodical includes items published on a regular basis: journals, magazines, scholarly newsletters, and so on.

- Nonperiodical :

Author, A.A. (2004). *Title of work*. Location: Publisher.

- Part of Nonperiodical (e.g. book chapter):

Author, A.A. (2004). Title of chapter. In A. Editor, & B. Editor (Eds.), *Title of book* (pp. xxx-xxx). Location: Publisher.

- Cross-Referencing

(Author, 2004; Author, 2004)

(Author & Author, 2004)