

Swiss Journal for Educational Sciences
[Schweizerische Zeitschrift für Bildungswissenschaften]

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Guidelines for the Submission of Manuscripts to the
Schweizerische Zeitschrift für Bildungswissenschaften

Information and Recommendations for Authors

Basis and Excerpts:

APA Norms (2001/Erg. 2005)

Guidelines for Manuscript Lay-Out
3rd Revised and Expanded Edition (2007)
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1. Instructions for Authors of Articles

General Principles

Articles will be reviewed for acceptance anonymously by two experts from the journal's academic committee. They can demand that modifications or amendments be made. The articles submitted may neither have been submitted to other journals nor have already been published.

Submission of Manuscripts

Language	The editors accept articles in German, French, Italian and English.
Manuscript Format	Submissions can encompass up to 40,000 characters (incl. blank spaces and bibliographic references).
Sending Manuscripts	Manuscripts will be saved and sent to the editorial office via e-mail as attachments using MS Word, RTF-format. Graphics must be sent singularly and in the original form (e.g. Excel, Illustrator). E-mail address: info@szbw.ch
Abstract	An abstract in German, French Italian and English will be submitted with the article. It should be a maximum of 800 characters in length. The title of the article should be translated for every abstract.
Short Biography	A short biography will accompany the article. It must contain the following information: Education and current employment/post of the author(s), area of research and professional address. It should be a maximum length of 200 characters.
Corrections made by the Editors.	For reasons of uniformity, lay-out and linguistic precision, the editors reserve the right to make changes to the text and summarise where necessary.
Review	The first reviews will be presented to the Author(s) for correction. The time given for making corrections is 2 weeks. After this period of time, any changes made by the author(s) can no longer be undertaken.
Copies for the Author	The author will receive one free copy of the issue in which the article appears (+ 1 additional copy for the first author). No offprints will be made.
Author's Rights	All articles are protected by author's copyright. This includes the translation, re-printing, reproduction through various processes, recapitulation in the form of an oral presentation, broadcasting (in radio or television), as well as storage on various data storage devices (including excerpts).

Recommendations for the Composition of a Text

Reference works, German:

According to Duden. French: According to Robert, 1994 edition. Italian: According to Zingarelli. English: New Oxford Dictionary.

Gender-Neutral Language: Exclusive use of the masculine form is to be avoided. Either a comprehensive term of reference for persons of both genders (example for German: Autor/Autorin, for English: he/she) or a gender neutral formulation is preferred.

References to the Person: The first and last name of the author and/or authors will follow that given in the title of the article (including the information on the profession, post and institution).

2. Lay-Out of Manuscripts

Title, Cursive, Numbers, Quotation Marks, Abbreviations, References, Footnotes, Tables and Graphs, Quotations.

Title and Sub-Title	The article's title should be clear and concise (maximum 1 to 2 lines). It should be translated into French, English and Italian. To clearly and concisely arrange the structure, the sub-title is limited to three levels.
Italics Font	Words can be set in italics font for emphasis or accentuation. Italics are used for titles of periodicals and books; first use of a newly-coined term, technical or key terminology; letters, words and expressions that are used as linguistic examples, in order to draw attention to easily misunderstood readings (e.g. <i>small groups</i>). Boldface and underlined boldface underlining are to be avoided in the text.
Numbers, Numerals	The general rule is that the numbers starting at 10 are represented by numerals; numbers smaller than 10 are written out in words (i.e. zero and one to nine). However, numbers will be displayed as numerals if any numbers smaller than 10 are used in a comparison with numbers larger than 10 and appear in the same sentence (e.g. 3 of 35 test subjects). Every number at the beginning of a sentence, title or heading will likewise be written out in words. Larger numbers with commas will be written as follows: 7'355.65.
Quotation Marks	Double quotation marks are used to identify word-for-word quotations; to introduce a word or expression for the first time as an ironic comment; to set off the title of a book contribution or a journal article from the rest of the text; to reproduce a test item or word-for-word instructions given to test subjects.
Abbreviations	Abbreviations should be used sparingly. All abbreviations must be introduced before they are used in the text, i.e. the abbreviated expression will be introduced in its full form and thereafter the abbreviation will appear in parenthesis. Subsequently, only the abbreviation should be used in the text.
References	References will show the name of the author(s), the year of publication and- in a word-for-word citation – the page number(s) (see word-for-word quotations).
Footnotes	Content footnotes must contain essential supplemental information that would disturb the flow of the argument in the text. Since, on the other hand, they tend to distract the reader and make printing more difficult, they should be used sparingly.
Tables and Graphics	Tables and graphic representations will appear in a separate register. Their insertion points must be given precisely in the text.
End Notes	End Note numbers are superscripted in the text (without parenthesis). The notes will be numbered and presented at the end of the text – before the bibliography. They are meant for comments that concern the content or amendments with short informational statements (not bibliographical information). The end notes are, as a rule, placed after the final punctuation of a sentence or clause, unless the note refers to a specific word.

Word-for-Word Quotations

To the extent that these are shorter quotations, they must be enclosed in double quotation marks in the text; longer quotations (more than 40 words) must be placed as indented, free-standing text blocks without quotation marks around them (block quotes). The precise source reference for a word-for-word citation follows the quotation marks around the citation immediately. The source reference will include the author, year of publication and page number(s). If the citation occurs in the middle of a sentence, punctuation will appear after the final source reference only to the extent that the sentence structure demands it. In the case of a word-for-word citation at the end of a sentence, the period ending the sentence will follow the closing parenthesis of the source reference.

The statement "unfortunately the use of the term 'Ethnocentrism' is not unequivocal" (Ewert, 1983, p.117), can only be agreed with.

Ewert (1983) also determines that "unfortunately ...the use of the term 'Ethnocentrism' is not unequivocal" p. 117).

Omissions and Insertions

Omissions within a cited sentence will be identified using three ...ellipses. If one or more sentences is omitted, four ellipses must be used. Insertions of any kind that do not originate with the author of the material being cited must always be set in brackets (e.g. supplemental, explanatory or clarifying remarks). "They [the experts] have..."

... a particular [author's emphasis] meaning

Secondary Citations

The citation of the author in the text does not derive from the original work, but is followed by the reference to the source in which the work of the author being cited was itself cited. (Only the source, not the original work, must be listed in the bibliography).

Müller (1954, cited in Barnabas, 1960) ...
(Müller, 1954, cited in Barnabas, 1960) ...

3. Source References in the Text

In the text there will be a brief reference to the origin of the reference, the full form of which the reader can then find in the alphabetical works cited at the end of the article. The citations will take the form of the name of the cited author(s), separated with a comma from the publication year, which will be in parenthesis. If the name or publication year has a syntactic function in the sentence, it will be inserted without parenthesis.

Work of a Single Author

After a statement that must be sourced, the name of the author and, separated by a comma, the year of publication, must be given in parenthesis.

...an earlier engagement with this phenomenon (Müller, 1954) ...

If the author's name is a component of the text, the publication year of the work will be given in parenthesis immediately after the name.

.. Müller (1954) already engaged this phenomenon ...

However, should both the name and the year of publication already be components of the text, the additional reference in parenthesis can be omitted.

... Müller already engaged this phenomenon in 1954 ...

Within the same paragraph, repeated listing of the year of publication can be omitted after the first to the extent that the clarity of the source reference is preserved.

Work of two Authors

A work of two authors will be cited using both names in every reference. In the text, these two names will be connected with 'and'; inside of parentheses, in tables and in the bibliography, they will be connected with the '&' symbol:

... as Schmid and Maier (1973) showed ...
 ... further investigations (Schmid & Maier, 1973) ...

Work of Three to Five Authors

In the **first** reference to this work in the text, all authors will be listed. The names will be separated by commas; the word 'and' will appear before the last name without a preceding comma.

Schmid, Müller, Jensen und Maier (1981) ...

Subsequent references to this work will only include the name of the first author followed by the reference 'et al' and the year.

Schmid et al. (1981) ...

Should this type of shortening lead to identical source references for material from the same publication year but by different groups of authors, then—in order to prevent confusion—as many authors are to be listed as are necessary to ensure clarity.

Work of Six or More Authors

For a work of six or more authors, always (even on the first occurrence) only list the name of the first author followed by 'et al.' and the publication year (however, all participating authors will be listed in the bibliography). However, if two source references, so shortened, lead to the same citation, then as many authors should be listed as necessary in order to obtain a clear distinction (after that, et al. should appear).

Corporate Authors

Basically, the names of corporate authors (e.g. institutions, public agencies) should be written out in full every time they are referenced in the text. However, it is also possible to write the name out in full only on the first appearance and only use the abbreviation for any subsequent references.

First appearance: (Deutsches Jugendinstitut [DJI], 1984)
 Any subsequent appearance: (DJI, 1984)
 Works cited : Deutsches Jugendinstitut. (1984).

Institutions or public agencies **that are very commonly spoken of** can be referred to in the works cited by their abbreviation, such as OECD (2001), UNESCO (2003), or EDK (2002) (see 4. Works cited).

Works without Author or with Anonymous Author

If a work does not have an Author, then the first two or three words under which the work is included in the works cited will be used for the source reference (this will generally be the title). With that the information should be provided that makes it possible to find the full information for the work in the bibliography. The year of publication will follow this information.

Authors with the Same Family Name

If works by authors with the same family name occur in the source citations, the first letters (initials) of their first names (always followed by a period) will be placed in front of the family name in each citation, even if the publication years of the corresponding publications are different.

S. Sternberg (1969), R. J. Sternberg (1985)

Several References in a Parenthesis

References to two or more works in a single set of parenthesis will be listed in the sequence in which they appear in the bibliography. Two or more works by the same author will be arranged in order of publication year. In press works will appear at the end of the list.

(Beck, 1979, 1982; Müller et al., 1976; Schmidt & Mayer, 1968; Reips, 2007, in press) ...

References to Unpublished Work

References to works that have been accepted for publication but have not yet been published (in press works) will be placed last in the list. In place of the year of publication, the term 'in press' is used.

Beck (1978, 1982, in Druck) ... (engl.: in press)

Reference to a Defined Part of a Source (pages, chap., electronic sources)

In order to refer to a specific part of an indicated source –such as chap., p., table, illustration or equation – this part must be listed with the source reference (in the case of word-for-word citations, the page number must always be given).

(Meyer & Huber, 1980, chap. 3)
(Neumann, 1976, p. 136)

If you refer to a specific part of an **electronic source**, you should, if possible, indicate the paragraph number and use the symbol ¶ or the abbreviation para. (German: Abs.) in front of it.

If neither paragraph nor page indices appear before the corresponding site, the nearest paragraph number and heading should be given in order to lead the reader to the corresponding page.

(Meyers, 2000, ¶ 5)
(Beutler, 2000, Conclusions, Para. 1)

Personal Communications

Personal communications can be letters, e-mails, conversations, telephone conversations, inter alia. Since they do not constitute information to which the reader has access, they will not be listed in the bibliography, only in the text. The first initial of the contact person must be given along with the family name followed by an indication that it was a personal communication, as well as a date that is as precise as possible.

J. Heger (personal communication, 11.24.1984) ...
(J. Heger, personal communication, 11.24.1984) ...

Multiple Works of the Same Author in the Same Publication Year

Works of the same author from the same publication year will be identified using the markers a, b, c, etc. immediately after the publication year. The sequence of these markers will follow the sequence in which the works appear in the bibliography.

(Felder, 1983a, 1983b) ...

Main Statement followed by One or More Secondary Citations

If the main statement is followed by one or more secondary citations, reference must be made to them.

... these relations seems unclear (Wosnita and Frey, 1998; see also Lens, 1994) ...

References to Multiple Editions of the Same Publication

A re-published publication will be referred to in the text by stating the first publication year separated from the second and/or multiple republication dates by a forward slash.

Freud (1923/1961) ...
... as shown by (1968/1990) ...

References to a Translation

The publication year of the original text and that of the translations must be stated separately in parenthesis, divided with a forward slash. In the text, a work of this kind will be cited as author, year of original publication/ year of translation.

James (1980/1983)
(Lindsay & Norman, 1977/1981) ...

If a publication date is in the distant past then the year of translation must be given. The author, followed by the abbreviation 'transl.' and the year. If the year of the original work is unknown, then one must make clear that the year given refers to the year in which the translation was published.

(Aristoteles, transl. 1931) or: Berger & Luckmann (transl. 1989) ...

Avoid

References such as "c.f." must be avoided. The wrong form would be (c.f. Huber, 2000)

4. Works Cited

General Rules

The works cited must include all references cited in the text; only these and no others. It is distinguished from a bibliography in which the reader is provided with additional sources. It should list all information that the user needs to identify and access the sources, with the goal of making practical research easier.

All incomplete references in which authors' names or publication years do not match the sources cited, will be sent back to the author.

Languages: In literature references to French sources, the initial letters, such as Éd. will be written with an accent. Éd. will be written in the plural without s. In French and English publications, only the first letter after a period or colon must be capitalised, unless the words are proper names or names of journals.

- | | |
|--|---|
| English Works | In the German language area, the literature references in the Works Cited will follow the language of the title for which reason abbreviations such as (4th ed.), (Ed.) will be used and page references given in English (p. 10, or pp. 10-12). In the text, however, the German S. 10 will be used. |
| English-language book titles must be left un-capitalised (exceptions: journals, proper names, first letter after a period or colon). | |
| Pages numbers | For articles from books, page numbers will be written in parenthesis directly after the title and concluded with a period: Title (pp. 5-10). For journals: directly after the number and without parenthesis, 223-259. |
| Sequence of Works in the Works Cited | The works will be listed in alphabetical order according to the family name of the first author. Works of the same author and/or works of the same author in the same publication year will be arranged in alphabetical order. Immediately after the year of publication, lower-case letters (a,b,c, etc.) will be placed in parenthesis. |
| First Names | First names will not be written out. For multiple initials, leave a space between the initials (Müller, A. B.). |
| Corporate Authors, Institutions or Agencies that are commonly referred to can be listed in the Works Cited by their abbreviation, such as OECD (2001), UNESCO (2003), or EDK (2002). | |
| Work Titles | The title of the work must be clearly recognisable. The full wording of the original will be reproduced in <i>italics</i> . |
| Parenthesis | For books, additional information (such as edition or volume number) will be added to the title in rounded (not italic) parenthesis. For other sources [e.g. film, video, software, data files or CDs], these are to be set in brackets. They always constitute additional information that is not a component of the title. |

Examples

Book

Author , A. A. & Author , B. B. (year). *Title of work*. City: Publisher.

Szagun, G. (1980). *Sprachentwicklung beim Kind*. München: Urban & Schwarzenberg.

American Psychiatric Association. (1984). *Diagnostic and statistical manual of mental disorders* (4th ed.). Washington, DC: Author.

Articles in Books

Author , A. A. & Author , B. B. (1984). Chapter Title. In A. Editor, B. Editor & C. Editor (Ed.), *Title of the book* (pp. xx - xx). City: Publisher.

Döbert, R. & Nunner-Winkler, G. (1984). Abwehr- und Bewältigungsprozess in normalen und kritischen Lebenssituationen. In E. Olbrich & E. Todt (Hrsg.), *Probleme des Jugendalters. Neuere Sichtweisen* (pp.259-295). Berlin: Springer.

Editor's Work

Olbrich, E. & Todt, E. (Eds.). (1984). *Probleme des Jugendalters. Neuere Sichtweisen*. Berlin Springer.

Translation of a Book

Laplace, P.-S. (1951). *A philosophical essay on probabilities* (F. Truscott & F. L. Emory, Trans.). New York: Dover. (original work published in 1814)

Contribution to a Published Series

Jäger, R. S. (1982). Diagnostische Urteilsbildung. In K. J. Groffmann & L. Michel (Hrsg.), *Grundlagen psychologischer Diagnostik* (Enzyklopädie der Psychologie, Serie Psychologische Diagnostik, Bd. 1, S. 295-375). Göttingen: Hogrefe.

Research Summaries

If the name of the city is included in the name of the institution (e.g. a university), it does not need to be mentioned again when the publisher is identified.

Kubinger, K. D. (1981). *An elaborated algorithm for discriminating subject groups by qualitative data* (Research Bulletin Nr. 23). University of Vienna, Institute for Psychology.

National Institute of Mental Health. (1990). *Clinical training in serious mental illness* (DHSS Publication No. ADM 90-1679). Washington, DC: U.S. Government Printing Office.

Published Conference Proceedings

Author A. & Author B. (2004). Arbeitsgedächtnisauffälligkeiten bei Kindern mit schwachen Rechtschreibleistungen und/oder schwachen Rechenleistungen [Abstract]. In T. Rammsayer & S. Troche (Hrsg.), *44. Kongress der Deutschen Gesellschaft für Psychologie. 100 Jahre Deutsche Gesellschaft für Psychologie* (S. 120). Göttingen: Hogrefe.

Unpublished Conference Papers

Ruby, J. & Fulton, C. (1993, June). *Beyond redlining: Editing software that works*. Poster presented at the Annual Meeting of the Society for Scholarly Publishing. Washington, DC.

Dissertations

Dissertations and master's theses will be given the reference – Unpublished Dissertation (or master's thesis)– university, city, instead of the publication information

Meyer, J. (1951). *Zur Frage der Duplizität*. Unpublished Dissertation, Christian-Albrecht-Universität Kiel.

Journals

Brosius, H. B. (1985). Augenbewegungen und Informationsverarbeitung. *Sprache & Kognition*, 2, 87-99.

Giesecke, H. (1985). Wozu noch Jugendarbeit? *Die Jugend*, 27 (3), 1-7.

Articles in Magazines and Newspapers

Posner, M. I. (1993, October 29). Seeing the mind. *Science*, 262, 673-674. (without p. to indicate page numbers).

Zimmer, D. E. (1986, May 16th) Wörterbuchtest. *Die Zeit*, pp. 47-48. (with pp. for the page numbers)

Collected Volume of a Journal

Tack, W. (Hrsg.). (1986). Veränderungsmessung [Themenheft]. *Diagnostica*, 32 (1).

5. Access Information for Electronic Sources

General Rules

A reference made to an internet source should include the following information:

Author, year, document title or description, date (the date of publication and/or the date of access. Deutsch: Tag, Mt, Jahr, English: month, day, year) and a correct address in the form of a URL (Uniform Resource Locator).

There is no period at the end of a URL address.

If a URL only refers to a general site (for an online-database) from which one can in turn come to the cited content, this should be made clear with the phrase "available at" or "retrieved from" in front of the URL. If a URL is too long for a single line, one should insert the line breach after a forward slash or before a period. Warning: automatic word division function in Word.

Electronic reference formats recommended by the American Psychological Association. (2000, October, 12).

Retrieved October 23, 2000, from <http://www.apastyle.org/elecref.html>

Eid, M. & Langeheine, R. (1999). The measurement of consistency and occasion specificity and its application to the measurement of affect. *Psychological Methods*, 4, 100-116. Retrieved November 19, 2000, from the PsycARTICLES Database.

Kultusministerkonferenz. (2002). PISA 2000 – Zentrale Handlungsfelder. Zusammenfassende Darstellung der laufenden und geplanten Massnahmen in den Ländern (Stand 07.10.2002). Accessed on 11.22.2006 under <http://www.kmk.org/schul/pisa/massnahmen.pdf>

Rousseau, J.-J. (1755). *Discours sur l'origine et les fondements de l'inégalité parmi les hommes*. Ed. Athena. Consulté le 8 mars dans http://un2sg4.unige.ch/athena/rousseau/jjr_ineg.html

Periodically Issued Documents

Online-Newspapers based on Print Media

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123

If an article is referenced in which there are variations (e.g. format or page numbers, content), the URL should be amended as follows:

VandenBos, G., Knapp, S. & Doe, J. (2001). Role of reference elements in the selection of resources by psychology undergraduates [Electronic version]. *Journal of Bibliographic Research*, 5, 117-123.

Retrieved October 13, 2001, from <http://jbr.org./articles.html>

Articles from Internet-only Journals

Wilson, M. (2003). On choosing a model for measuring. *Methods of Psychological Research – Online*, 8, 1-22. Accessed on 09.19.2006. Available under <http://www.mpr-online.de>

Note: German homepage = German language

Neuweg, G. H. (2004). Bildungsstandards in Österreich. Über die gute Absicht, die Vereinbarkeit von Einsicht und Aufsicht und die gebotene Vorsicht. *Pädaktuell*, 4 (2), 4-13. Accessed on 07.09.2007. Available under www.wipaed.jku.at/mitarb/Neuweg/Neuweg_Standards_Paedaktuell.pdf

Articles from Internet-only Journals Available via FTP-Protocol

Crow, T. J. (2000) Did Homo sapiens speciate on the y chromosome? *Psychology*, 11. Retrieved March 25, 2001, from <ftp://ftp.princeton.edu/harnard/Psychology/2000.volume.11/psyc.00.11.001.language-sexchromosomes.1.crow>

For all periodically appearing resources: Whenever possible, the stated URL should lead directly to the source cited.

The complete publication date should be stated.

In general, it will not be possible to give page numbers.

Non-periodical Documents

Chapter or Section of an Electronic Document

When citing non-periodical sources that extend over several pages, a URL should be given that leads to the start page from which one can find the corresponding document or documents.

Flückiger, A. (2000). Temps et mémoire. In *Genèse expérimentale d'une notion mathématique: la notion de division comme modèle de connaissances numériques* (chap. 3). Thèse de doctorat en Sciences de l'éducation. Université de Genève. Consulté le 20 février 2005 dans <http://www.unige.ch/cyberdocuments/theses2000/FluckigerA/these.html>

Document without Author and/or without Date

If the author is not identified, the title of the document should appear first. If no publication date can be found, one should make this clear by using the abbreviation n.d. (no date).

Document as Component of a Large or Complex Website

If a document is a component of a large website (such as that of a university or government agency), the name of the institute or government agency should appear in front of the URL.

Buschor, E., Gilomen, H. & Mc Cluskey, H. (2003). *PISA 2000: Synthese und Empfehlungen*. Neuchâtel: BFS/EDK. Accessed on 11.22.2006 under www.portalstat.admin.ch/pisa/download/synthese_d_0325.pdf

If the document is only an excerpt from a larger complete document, e.g. the abstract of an article, the phrase "Abstract retrieved" and/or "Excerpt available under" should be appear at the beginning of the access information in order to make this clear.

Lectures and Posters presented at Congresses, Meetings and Conferences

Cutler, L. D., Fröhlich, B. & Hanrahan, P. (1997, January 16). Two-handed direct manipulation on the responsive workbench. Paper presented at the 1997 Symposium on Interactive 3D Graphics. Abstract retrieved June 12, 2000, from <http://www.graphics.stanford.edu/papers/twohanded/>

Contributions to a Virtual Conference

Tan. T. & Lewandowsky, S. (1996). *A comparison of operator trust in humans versus machines*. Paper presented at the CybErg 96 virtual conference. Retrieved May 16, 2000, from <http://www.curtin.edu.au/conference/>