# Formatting guidelines for papers: Title in centre alignment and 14-point fonts

## AuthorA1, AuthorB2, AuthorC2 (write complete names) authors’ email addresses separated by commas

## 1 Affiliation of AuthorA (Use Trebuchet, 9-point with centre alignment)

## 2 Affiliation of AuthorB and AuthorC

# Abstract

A brief summary (100-150 words) of the paper goes here. It should give enough information to give the reader a clear idea of the topics that the paper covers including the following: purpose, design, methodology, approach, findings, practical implications, and contributions of the paper. It is not an introduction. It should give enough information to remind the reader the subject of the article. Avoid citing references in the abstract.

**Keywords:** Use 3 to 5 keywords separated by commas

# Introduction

This document gives information and formatting guidelines to assist you in preparing your manuscript. Please, copy it on your computer and insert the text keeping the format indicated. The various components of your paper (title, text, heads, etc.) are already defined on the style sheet, as illustrated in the various parts of this document. These paragraphs use the Normal style (Trebuchet, 9-point, alignment justify, upper and lower case).

It is suggested to save this document to your computer as a Word template. You will easily achieve the correct formatting to prepare your manuscript in Microsoft Word. The only accepted format for electronic versions is Microsoft Word 2003.

**Important Note:** Please do not supply manuscripts in Microsoft Word 2007 format (.docx), in PDF or in another word processor format, as there could be compatibility problems with the software used for peer review and typesetting.

# General guidelines

When you submit your contribution for review, make sure that you have anonymized your paper by removing authors’ full name, affiliation and email addresses, as well as all references to yourself or your institution. You are to submit a “blinded” version that can be blind reviewed. All papers are to be written in English or Greek.

After your paper has been accepted, in the final submission, insert the full name, the email address, and the affiliation for each author (University, Institute or Company, and Country) on the first page, after the title.

## Paper format

### *Introduction*

All papers should begin with an introduction that sets the background of the work and its aims. Some papers may find it more appropriate to use as an alternate first section.

### *Body*

The body of the manuscript contains multiple sections describing the main content of the paper (for example Method, Results, Analysis or Discussion etc.). You may use up to three levels of headings to categorize content as deemed necessary.

### *Conclusions*

This section aims to create a lasting impression of the paper. It summarizes the paper, explains briefly its significance and/or overall value, presents strong points and challenges, suggests new directions for future research etc.

### *References*

Following the conclusion is a list of all references used in the body of the paper. Do not use footnotes for references. Footnotes should not be used at all.

The current APA formatting guidelines are used to make internal citations within the body as well as provide the complete alphabetic list of reference citations at the end of the paper (see the References guidelines section for more details). The References list contains only works cited in the paper and all works cited in the paper must be listed in the References section.

### *Appendix*

If there is an Appendix, place it after the References.

# Page Formatting

### *Page Size*

Set the paper size to 17 x 24 cm.

### *Margins*

Top margins should be 2.8 cm. Bottom margins should be 2 cm. Left and right margins should be 2 cm.

### *Headers and Footers*

Keep the information and the page numbers inserted into the header. Keep also the conference information inserted in the footer of the first page. We will add the remaining information.

### *Footnotes*

Do not use footnotes or endnotes. Insert your clarifications within the body of the paper.

### *Paragraph Styles*

Use Word’s default paragraph styles for your document, making just the changes indicated below.

### *Abbreviations and Acronyms*

Define abbreviations and acronyms the first time they are used in the body of the text, even after they have been defined in the abstract. Do not use abbreviations in the title or heads unless they are unavoidable.

## Section headings

Three levels of section headings are considered to be enough for most papers. Do not number headings. Enter the headings with no outline numbers or letters in front of them.

### First level headings (This is a 1st level heading style)

Use the *1st heading style* for the main headings. The font for this style is Trebuchet, 10-point, Bold. The space before the paragraph is 12 point and the space after is 6 point. Modify this style to be left aligned. Capitalize only the first letter of the first level heading. Do not use all upper case.

### *Second level headings (This is a 2nd level heading style)*

Use the *2nd heading style* for second level headings. The font for this heading is Trebuchet, 10-point, Bold, Italic. The space before the paragraph is 12 point and the space after is 3 point. Leave this style left aligned. Capitalize only the first letter of the second level headings. Do not use all upper case.

### Third level headings (This is a 3rd level heading style)

Use the *3rd heading style* for third level headings. The font for this heading is Trebuchet, 9- point, Bold. The space before the paragraph is 12 point and the space after is 0 point. Capitalize only the first word in this heading.

## Paragraphs

Use the **Normal** style for the paragraphs of the text with Book Antiqua, 9-point. All paragraphs should be single-spaced. The first paragraph of a section should have **no** **indentation** while the next ones should have an indentation of 0.42 cm. **Do** **not** leave space or blank lines between paragraphs.

### *Other types of text paragraphs*

* **Lists:** Use Word’s automatic bullet or number formats for lists.
* **References:** Use a 10 point font.

# Figures and Tables

A table is data presented in tabular format with rows and columns. A figure is any other pictorial representation of data such as graphs or drawings. Each figure or table must be numbered and have a brief caption that describes it. Every figure or table must be referenced in the body of the paper. Tables and figures should be inserted directly into the body of the text (use centre alignment).

### *Referring*

Accepted papers usually need a final editing before publication. It is important that all figures and tables can be easily resized and moved. Do not use expressions like “above” or “following” when referring to them; just give the table or figure number. Do not use automatic numbering of tables and figures as these can become corrupted when figures have to be rearranged.

### *Examples*

Table 1 is an example of a table. The table caption is placed above the table. The font for this style is Book Antiqua, 9-point, Bold. The space before the table caption is 12-point and the space after is 6-point. The horizontal lines of the table should have the style of this example. The line width should be 1-point. Do not use vvertical lines.

**Table 1. An example of a table**

|  |  |  |
| --- | --- | --- |
| **Teacher affiliation** | **Frequency** | **Percentage %** |
| Preschool | 79 | 6.8 |
| Primary | 391 | 33.6 |
| Lower secondary | 35 | 3.0 |
| Upper secondary | 216 | 18.5 |
| Total | 1165 | 100.0 |

Figure 1 is an example of a figure. The caption for figures is placed below the figure. The space before the figure caption is 6-point and the space after is 12-point.

**Figure 1. Teacher distribution related to their ICT profile**

### *Submission format*

Tables may be inserted directly into the body of the text or placed on a separate page at the end of the paper.

There are two ways to submit figures:

* insert the figure, formatted as a picture that can be resized, either in a text box (as in done in Figure 1) or directly into the paper.
* submit each figure as a separate high resolution gif file. Zip all files that you are submitting into a single file for submission.

## References guidelines

References should follow the current American Psychological Association (APA) guidelines.

### *Text guidelines*

Within the text of your paper, cite sources by placing the author's last name and the date in parentheses, as shown by the examples in the following paragraphs. The citations within this section direct you to examples of the guidelines.

When there are two or more works by the same author, repeat the name of the author in each entry in the list of references and place them in chronological order by date of publication. If you a citing both works at once in the paper, list all relevant dates in the citation (Jonassen, 2000; 2003). To cite works by the same author(s) and with the same publication date, add an identifying letter after each date (Jimoyiannis & Komis, 2006a; 2006b). Put these in alphabetical order by the first major work in the title.

If a work has two authors, include both authors in both the list of references and each parenthetical citation (Mikropoulos & Natsis, 2011). If the work has three or more authors, write all authors in the reference list; in the parenthetical citations use the first author’s name followed by et al. (Russell et al., 2003).

When citing sources from the Web, include the year of publication or most recent update, as well as the date of your search and the URL (Cox et al., 2000). Authors should use appropriate links to on-line citations.

### *List of references*

List the sources alphabetically at the end of the paper under a section named References, as shown at the end of this document. Place entries in alphabetical order according to the last name of the first author.

Italicize titles of books and journals (Jonassen, 2000). Do not italicize, underline, or put quotes around the titles of journal articles or essays in edited collections. Capitalize all major words in the name of a journal, but when referring to any work that is not a journal, such as a book, proceedings, article, or Web page, capitalize only the first letter of the first word of the title and subtitle, the first word after a colon or a dash in the title, and proper nouns (Mikropoulos & Natsis, 2011; BECTA, 2004; Panoutsopoulos et al., 2013).

### References

BECTA (2004). *A review of the research literature on barriers to the uptake of ICT by teachers*. British Educational Communications and Technology Agency.

Cox, M., Preston, C., & Cox, K. (2000). *What factors support or prevent teachers from using ICT in their classrooms*. <http://www.leeds.ac.uk/educol/documents/00001304.htm>

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Mikropoulos, T. A. & Natsis, A. (2011). Educational Virtual Environments: A Ten Year Review of Empirical Research (1999 – 2009). *Computers & Education*, *56*(3), 769-780.

Panoutsopoulos, I., Sampson, D., & Mikropoulos, T. A. (2013). Digital Games as Tools for Designing and Implementing Innovative Pedagogical Approaches: A Review of Literature. In G. Maree & I. Dirk (Eds.), *Curriculum models for the 21st century: Using Learning Technologies in Higher Education* (pp. 279-293)*.* Springer.

Russell, M., Bebell, D., O’Dwyer, L., & O’Connor, K. (2003). Examining teacher technology use. Implications for preservice and inservice teacher preparation. *Journal of Teacher Education*, *54*(4), 297-310.