



# Manuscript Preparation Guidelines

## 1. Format:

- Font: 12 pt Times New Roman
- Justification: left
- Top & bottom margins: 1 inch
- Right & left margins: 1.5 inches
- Single spaced
- Please do not insert running headers or footers.

## 2. Title of the paper:

Upper case, centred at the top of the first page,

## 3. Author(s) identification:

Centered below the title. Identification information is to include name(s), affiliations, addresses, telephone numbers, fax numbers and email addresses,

Example:

TEACHING WITH TECHNOLOGY—VIRTUAL  
CLASSROOMS FOR DEAF AND HARD  
OF HEARING PRIMARY SCHOOL STUDENTS

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**4. Abstract:**

Heading “Abstract” bold and centred under author information. Abstract text to be 50–100 words.

**5. Headings:**

All major sections should have introductory paragraphs (i.e., headings should not come one after another without text in between).

First-degree headings: centered, bold, main words capitalized.

Second-degree headings: left-hand margin, bold, main words capitalized.

Third-degree headings: left-hand margin, bold, followed by period (.) Text follows immediately. Only first word capitalized.

Fourth-degree headings: *left-hand margin, bold, italicized*, followed by period (.) Text follows immediately. Only first word capitalized. .

Examples:

**First Degree Heading**

XX  
XX  
XX.

**Second Degree Heading**

XX  
XX  
XX.

**Third degree heading.** XXX

XX  
XX.

***Fourth degree heading.*** XXX

XX  
XX.

More examples:

**Description of the Project (1<sup>st</sup> degree)**

Before describing the project's targets and specifications, some definition of terms is necessary.

**Definitions (2<sup>nd</sup> degree)**

Two of the key terms used in describing the project require definition. The first term is...

### **Targets and Specifications** (2<sup>nd</sup> degree)

The targets and specifications of the project focused on several key areas...

**Equipment and software.** (3<sup>rd</sup> degree) Equipment for each site consisted of ...

**Training staff.** (3<sup>rd</sup> degree) Training staff in the use of ICT was required because...

**Facilitators.** (4<sup>th</sup> degree) Facilitators led discussions with other staff members about the use of ICT,,,

### **6. In-text citations:**

In-text citations are to use the author-date style of APA (*Publication Manual of the American Psychological Association*) 6<sup>th</sup> edition. Source citations for direct quotations must provide page numbers as well as author(s) and date.

### **7. Notes:**

If there are any notes, these are to be numbered consecutively and to be placed at the **end** of the paper, before the References section in a section called **Notes**. Please do not use the computer's footnote or endnote function. Instead, use the Superscript in the text and numbering function in the **Notes**.

### **8. References:**

Manuscripts are to use **APA style (6<sup>th</sup> edition)** where sources appear in a References section; all sources must be referred to in the text.

References need to include complete information: date, page numbers of articles or chapters, and complete names for institutions and organizations rather than abbreviations or acronyms. References from conferences or other Proceedings also need page numbers. References use hanging indent paragraph style (.3) as shown in the reference examples given below.

Other sites on use of APA documentation style:

<http://www.wooster.edu/psychology/apa-crib.html>

<http://owl.english.purdue.edu/owl/resource/560/01>

*Book—one author:*

Bates, A. W. (1995). *Technology, open learning and distance education*. London: Routledge.

*Journal articles:*

Ash, C. (2000). Towards a new cost-aware evaluation framework. *Educational Technology and Society*, 3(4), 126–131.

Jones, A., Scanlon, E., Tosunoglu, C., Morris, E., Ross, S., Butcher, P., & Greenberg, J. (1999). Contexts for evaluating educational software.

*Interacting with Computers*, 11(5), 499-516.

Note: For books and articles only first word of title, proper nouns, and the first word following a colon (:) in the title are capitalized. Volume number of journal is in italics as is the journal title and pp. is not used before the page numbers.

*Article/chapter in an edited work:*

Frost, S. H. (2000). Historical and philosophical foundations for educational advising. In V. N. Gordon & W. R. Habley (Eds.), *Academic advising: A comprehensive handbook* (pp. 3-17). San Francisco: Jossey-Bass.

*Conference Proceedings:*

Wolfson, G. K. (2002). Creating and sustaining learning communities: The electronic learning community. In K. Fernstrom (Ed.), *The 3rd International Conference on Information Communication Technologies in Education* (pp. 141-148). Athens, Greece: The National and Kapodistrian University of Athens.

*Electronic source:*

University of Hong Kong. (1997, June). *Final report: Ad Hoc Group for Learning Technologies*. Retrieved from [http://www.hku.hk/caut/Homepage/itt/5\\_Reports/5\\_1AdHoc.htm](http://www.hku.hk/caut/Homepage/itt/5_Reports/5_1AdHoc.htm)

Note: Date of retrieval is **not** provided.

*From a private organization:*

American Psychiatric Association. (2000). *Practice guidelines for the treatment of patients with eating disorders* (2nd ed.). Washington, DC: Author.

## **9. Figures and tables:**

All figures and tables need to be referred to at the appropriate points in the text. They should be imbedded in the manuscript (i.e., not all grouped together at the end) in the logical location for reference and appear in consecutive order. Figures and tables should be numbered in order throughout the text, and each requires a title or caption.

For a table, type "Table" and its number on a line by itself, followed on a new line by the table title (In title case, in italics, with no period) both flush left. Place the table flush left. Within the table provide 6 pts above and below headings and the same space between table number and title. Provide a single space between the table title and table bottom and the text. Where appropriate, sources of data are to be indicated at the bottom of the table. For example - "Source: Smith & Jones, 2001." Or include a "Note" with an acknowledgement (see APA).

Capitalize all references to tables and figures (e.g., "...number of users is greater as shown in Figure 1," "See Table 2 below.").

For a figure, "*Figure 1.*" (or 2 or 3, etc.) is typed flush left and italicized on the first line below the figure, immediately followed on the same line by the caption (which should be a brief descriptive phrase). The phrase is not italicized and ends with a period. Where appropriate, indicate sources of data at the bottom of the figure.

If you are reproducing a graphic, chart, or table, from some other source, you must provide a special note at the bottom of the item that includes copyright information. Also submit written permission along with your work. Begin the citation with "*Note.*"

Examples\* (if adapted or reprinted from an (a) article or (b) book):

(a) *Note.* Adapted from "Towards a New Cost-Aware Evaluation Framework by C. Ash, 2000, *Educational Technology and Society*, 3, p.128. "Copyright 2007 by the International Forum of Educational Technology & Society (IFETS). Adapted (or reprinted) with permission.

(b) *Note.* Adapted from *Technology, Open Learning and Distance Education* (p.27), by A. W. Bates, 1995, London: Routledge. Copyright 1995 by Routledge. Adapted (or reprinted) with permission.

\* If you wish to include a short descriptive statement, insert it after *Note.*

Examples of tables and figures:

Table 2

*Populations and Response Rates of On-campus (Full-Time) and Distance Learning (Part-Time) Students*

	Population	Response	Response Rate	Ave Rate
US	275	91	33.1%	22.4%
UNISA	385	78	20.1%	

Table 3

*Frequencies for Questions about Operational Writing Center Problems*

Tutors
--------

Question	Problem Experienced?			Could be Ameliorated Through Collaborative Networking?		
	Yes	No	Total	Yes	No	Total
1. Amount of Feedback provided	1	4	5	3	2	5
2. Appointments Schedule Flexibility	2	3	5	4	1	5
3. Clarity of feedback provided to students	2	3	5	0	5	5
4. Convenience of Location	0	5	5	1	4	5
5. Tutor availability	3	2	5	4	1	5
6. Other	3	2	5	0	5	5

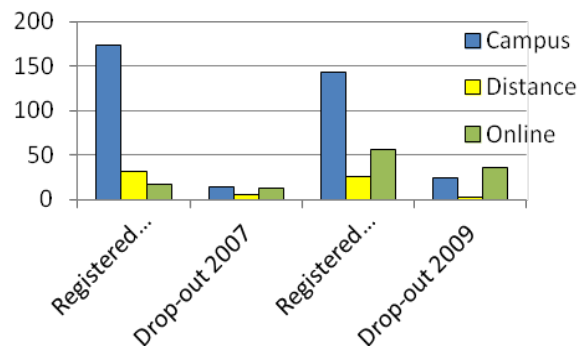


Figure 1. Number of registered students on degree project course and number of dropouts in 2007 and 2009.

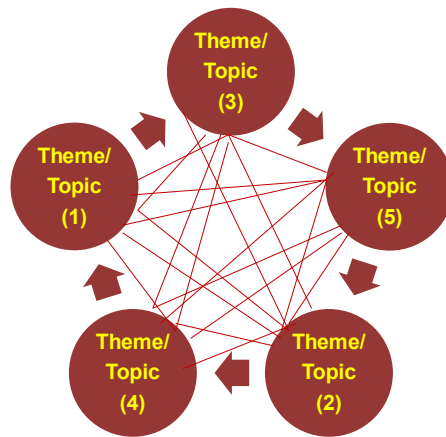


Figure 4. A complex online course representation.

## **10. Equations:**

Equations should be centered on the page, with a blank line above and below. They should be numbered consecutively throughout the paper, using Arabic numbers in parentheses at the right-hand margin.

## **11. Lists:**

Lists should be indented (.5). Bullet items: style -- round, black.

## **12. Notes on usage**

### *Terms:*

the Web or the World Wide Web  
Internet  
email  
e-health  
online  
IPad  
IPod  
ICT -- Information Communication Technologies (plural)

### *Acronyms and abbreviations:*

Acronyms and abbreviations for organizations or agencies should be explained in their first use, such as the University of the Fraser Valley (UFV). To abbreviate the name of an organization or agency to the initial letters, use capitals and no periods.

### *Use of Italics:*

Use italics sparingly to identify special terms or to indicate special emphasis.

## **13. Author details**

At the end of the paper, below the references, each author should include name and an e-mail address.

Example:

Peter Jones  
peter.jones@peterswoodcollege.edu