

## ICICTE 2012 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 e-mail 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.

Example:

### **First Degree Heading**

XX  
XX  
XX.

### **Second Degree Heading**

XX  
XX  
XX.

### **Third degree heading.**

XX  
XX  
XX.

Example

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

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

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

In-text citations are to use the author-date style of APA (Publication Manual of the American Psychological Association, 5<sup>th</sup> edition). Source citations for direct quotations must provide page numbers as well as author(s) and date. For sources with three or more authors provide only the first author's name followed by et al. as in Smith et al., 1999.

### **7. Notes:**

To be numbered consecutively. To be placed at the **end** of the paper, before the References section.

## 8. References:

Manuscripts are to use APA style. To 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, complete names for institutions and organizations rather than abbreviations or acronyms. References from conference or other proceedings also need page numbers. They use hanging indent paragraph style as shown in the examples of the most common types of references 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>

Journal article:

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

*More than one author:*

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: 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. pp. is not used before the page numbers.

*Book—one author:*

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

*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.

*In an edited work:*

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

*Electronic source:*

University of Hong Kong . (1997, June). Final report: Ad Hoc Group for Learning Technologies. Retrieved May 21, 2002 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 provided.

## 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, appear in consecutive order, and be centered.

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

Figures and tables should be numbered in order throughout the text, and each requires a title. These are to appear above the figures and tables. Where appropriate, sources of data are to be indicated at the bottom of the

Example:

Figure 1: Five-stage Model for Integration

[FIGURE/TABLE WOULD APPEAR HERE]

(Source: Smith & Jones, 2001.)

## 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. Items should be bulleted. Bullet style: round, black.

## 12. Notes on usage

*Terms:*

the Web or the World Wide Web

the Internet

e-mail

e-health

online

*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.