



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, 14 pt Arial bold.

3. Author(s) identification:

Centered below the title. Identification information is to include name(s), affiliations (faculty/centre/institute; institution, city of institution, country of institution). U/L case, 14 pt Arial.

Example:

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

Nancy Pyrini
Faculty of Education and Instructional Technology
University of North Aristou
Athens, Greece

4. Abstract:

Heading “Abstract” bold and centred under author information. 12 pt Arial bold. 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. Use 12 pt bold Arial fonts.

Training staff. (3rd degree)

Training staff in the use of ICT was required because...

6. In-text citations:

In-text citations are to use the author-date style of **APA** (*Publication Manual of the American Psychological Association*, 6th 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. 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 (6th 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, 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 examples of many 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.

Book—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 and 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 & 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 from http://www.hku.hk/caut/Homepage/itt/5_Reports/5_1AdHoc.htm

Note: Date of retrieval is **not** 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, 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 show 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. You should also submit written permission along with your work. Begin the citation with “*Note.*”

Example:

Note. From “Title of the article,” by W. Jones and R. Smith, 2007, *Journal Title*, 21, p. 122. Copyright 2007 by Copyright Holder. Reprinted with permission.

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

Question	Tutors					
	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

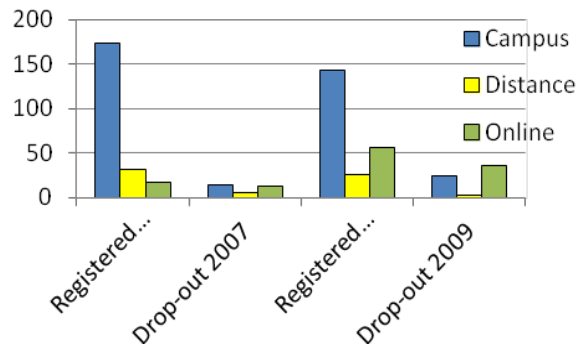


Figure 1. Number of registered students on degree project course and number of dropouts in 2007 and 2009.

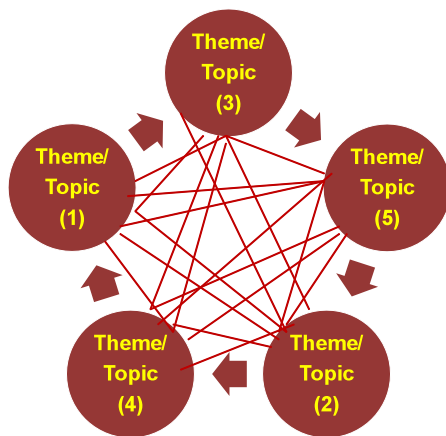


Figure 4. A complex online course representation.

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 an e-mail address and contact telephone number, or numbers. Telephone numbers should be prefixed by the relative country code. 12 pt Arial.

Example:

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