Manuscript Preparation Guidelines

1. **Format:**
   - Font: 12 pt Times New Roman
   - Justification: left
   - Top & bottom margins: 2.5 cms.
   - Right & left margins: 3 cms
   - Single spaced
   - Double space between paragraphs
   - 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, country.

   Example:
   
   TEACHING WITH TECHNOLOGY—VIRTUAL CLASSROOMS FOR DEAF AND HARD OF HEARING PRIMARY SCHOOL STUDENTS
   
   Nancy Pyrini
   Nextweb New Media Business
   Greece

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**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**Second Degree Heading**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**Third degree heading.** Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

**Fourth degree heading.** Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx 
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

More examples:

**Description of the Project** (1st degree)
Before describing the project's targets and specifications, some definition of terms is necessary.

**Definitions** (2nd degree)
Two of the key terms used in describing the project require definition. The first term is...

**Targets and Specifications** (2nd degree)
The targets and specifications of the project focused on several key areas...
Equipment and software. (3rd degree) Equipment for each site consisted of …

Training staff. (3rd degree) Training staff in the use of ICT was required because…

Facilitators. (4th 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) 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 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 (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, 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:

Journal articles:


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:**


**Conference Proceedings:**


**Electronic source:**


*Note*: Date of retrieval is not provided.

**From a private organization:**


**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. Each figure and table should be centred.

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):


(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*

<table>
<thead>
<tr>
<th></th>
<th>Population</th>
<th>Response</th>
<th>Response Rate</th>
<th>Ave Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>US</td>
<td>275</td>
<td>91</td>
<td>33.1%</td>
<td>22.4%</td>
</tr>
<tr>
<td>UNISA</td>
<td>385</td>
<td>78</td>
<td>20.1%</td>
<td></td>
</tr>
</tbody>
</table>

Table 3
*Frequencies for Questions about Operational Writing Center Problems*

<table>
<thead>
<tr>
<th></th>
<th>Tutors</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Problem Experienced?

<table>
<thead>
<tr>
<th>Question</th>
<th>Total</th>
<th>Yes</th>
<th>No</th>
<th>Could be Ameliorated Through Collaborative Networking?</th>
<th>Total</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Amount of Feedback provided</td>
<td>5</td>
<td>1</td>
<td>4</td>
<td>5</td>
<td>5</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2. Appointments Schedule Flexibility</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>3. Clarity of feedback provided to students</td>
<td>5</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
<tr>
<td>4. Convenience of Location</td>
<td>5</td>
<td>0</td>
<td>5</td>
<td>5</td>
<td>5</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>5. Tutor availability</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>6. Other</td>
<td>5</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>5</td>
<td>0</td>
<td>5</td>
</tr>
</tbody>
</table>

**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
e-mail
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

N.B. We suggest all authors refer to the proceedings of the previous year's 
ICICTE conference before formatting their papers. Any paper that does not 
follow formatting instructions will be sent back to the author/s for revision. 
ICICTE 2015 proceedings can be found here:
http://www.icicte.org/ICICTE15Proceedings.htm