

## Formatting guidelines for papers: Put title here using centre alignment and 16-point fonts

**AuthorA<sup>1</sup>, AuthorB<sup>2</sup>, AuthorC<sup>2</sup> (write complete names)**

Authors' email addresses separated by commas

<sup>1</sup> Affiliation of AuthorA (Use Calibri, 10-point with centre alignment)

<sup>2</sup> Affiliation of AuthorB and AuthorC (only if it is different)

### Abstract

This document is in the required format. The abstract should summarize the contents of the paper and should contain at least 100 and at most 150 words. It should give 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:** Please list 3-5 keywords separated by commas

### Introduction

This instruction file may be used as a *Word paper template*. 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.

Kindly send the final and checked Word file of your paper to the appropriate section editor.

We would like to draw your attention to the fact that it is not possible to modify a paper in any way, once it has been published. Every detail, including the order of the names of the authors, should be checked before the paper is sent to the appropriate section editor.

Authors are suggested to carefully refine their manuscripts and improve the standard of English in the paper before submission. Normally, articles should be between 5000-7000 words, although in exceptional circumstances longer articles are considered.

### Body

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

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.

### 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.

## Copyright Forms

Paper submission means that the authors must agree with transferring the copyrights of their paper. The corresponding author of the paper should be the author who has the authority to agree with the terms of the copyright agreement on behalf of all the authors. After confirming the agreement the author will receive an e-mail with the filled document which is confirmed by both the author and the Publisher.

## Page Formatting

### *Page Size*

Set the paper size to A4 (21 x 29.7 cm).

### *Margins*

Top margins should be 2.54 cm. Bottom margins should be 2.54 cm. Left and right margins should be 2.54 cm.

### *Headers and Footers*

Keep the journal's information inserted in the header. 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

Two 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.

Use this style for the main headings. The font for this style is Century Gothic, 12-point, Bold. The space before the paragraph is 24 point and the space after is 12 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*

Use this style for second level headings. The font for this heading is Century Gothic, 11-point, Bold, Italic. The space before the paragraph is 12 point and the space after is 6 point. Leave this style left aligned. Capitalize only the first letter of the second level headings. Do not use all upper case.

## Paragraphs

Use the Normal style for the paragraphs of the text with Calibri, 11-point. All paragraphs should be single-spaced. The paragraphs should have no indentation. 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 9 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 should be placed above the table. The font for this style is Arial Narrow, 10-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 vertical lines.

### *Submission format*

Tables may be inserted directly into the body of the text. Insert each figure directly into the paper, formatted as a picture that can be resized (as in done in Figure 1).

**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

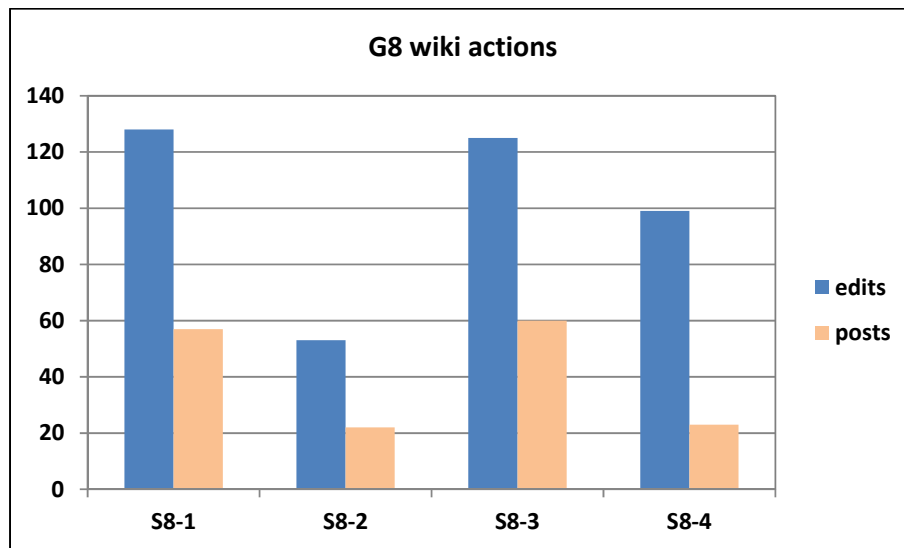
**Figure 1. Wiki group activity and collaboration among students**

Figure 1 is an example of a figure. The caption for figures is placed below the figure. The font style is Arial Narrow, 10-point, Bold. The space before the figure caption is 6-point and the space after is 12-point.

## 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 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 them 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; Long & Siemens, 2011). If a 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 (Gravani, 2008; 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 (BECTA, 2004; Mikropoulos & Natsis, 2011; Vrachnos, 2008).

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To cite this article: Author, A., Author, B., & Author, C. (2018). Teachers' views and perceptions of the educational Web 2.0: A case study in ten secondary schools. *Themes in eLearning*, 10(1), 1-18.

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