

DISTANCE EDUCATION: A BRAVE NEW WORLD? CONFERENCE. 20-21 OCTOBER 2022

SHORT PAPERS FOR THE CONFERENCE PROCEEDINGS

INSTRUCTIONS FOR AUTHORS

TEXTS

The final version of short papers for the conference proceedings, which will be published online before the conference, will need to follow the following guidelines closely:

- authors will need to provide a 200 word abstract in English (and in French if you can write in French too), and a list of 6 keywords;
- short papers need to be submitted as ready-to-print PDF files to ensure that any formatting and image positioning is preserved;
- the document should have no page numbering, no header, no footer and no text indentation;
- all four document margins should be set to 2.5 cm;
- short papers should contain 3,000 to 4,000 words, including references;
- the paper title should be in Times New Roman font, size 14, bold; spacing before and after the paragraph should be set to 8 points;
- level 1 headings should be in Times New Roman font, size 12, bold, spacing before the paragraph should be set to 12 points and spacing after the paragraph should be set to 3 points
- level 2 headings should be in Times New Roman font, size 12, bold, spacing before the paragraph should be set to 8 points and spacing after the paragraph should be set to 0 points
- the main body of the text should be justified, in Times New Roman font, size 12, normal characters (i.e. not bold, not in italics);
- paragraphs in the main body of the text should not be indented; spacing before the paragraph should be set to 6 points; images, tables and any other illustrations should be inserted in the text, as PNG or TIFF files, with captions and numbering; captions and numbers should be positioned above the images and tables;
- images, tables and any other illustrations should also submitted separately as text files, with information about image sources and copyright information;
- footnotes should be in Times New Roman font, size 10.

A word template is also available for authors: https://distance-2022.sciencesconf.org/data/Distance22_ShortPaperTemplate_English.dot

REFERENCES

References should follow APA (6th) referencing guidelines. Examples are provided below:

General structure of references:

Author, A. A., & Other-Author, B. B. (Year). Title of item. *Title of overall work* [Item type/information]. Publisher information/location from which accessed (normally the url). Persistent identifier (normally the DOI).

Books:

Author, A. (Year of publication). *Title* (Edition number if it is not the first edition). Place of publication: publisher.

Book chapter and Conference proceedings:

Author, A. (Year of publication). Title of chapter In Editor, E. (Ed.) *Title of book* (pp. Page numbers of chapter). Place of publication: publisher.

Author, A. & Otherauthor, B. (Year of publication). Title of paper In *Title of Proceedings, Location of conference, conference date* (Page numbers).

Journal paper:

Author, A. & Otherauthor, B. (Year of publication). Title of article. *Title of journal, Volume number*(Issue), Page numbers.

Online document:

Author, A. (Year the site was published/last updated). Title of Internet site. Retrieved from URL