

JETDE Author Guidelines for Paper Submission Format

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Abstract: *This document provides a template for Journal of Educational Technology Development and Exchange paper submission. The abstract of your paper should appear here. The abstract itself should be a single paragraph and is typed in block format, that is, without paragraph indentation. Type all numbers—except those that begin a sentence—as arabic numerals. The total length of the abstract should not exceed 200 words. In addition, include at most 5 keywords of your paper immediately after the abstract.*

Keywords: keyword 1, keyword 2, keyword 3, keyword 4, keyword 5

1. Introduction

This document provides descriptions of the fonts, spacing, and related information for the JETDE paper submission format. Authors are strongly encouraged to prepare their paper manuscripts in English using this template. To use the template, select “File > Save As” in the Microsoft™ Word and save the document under a new name. Then replace the title, headings and the body text of the document with your own contents.

2. Formatting Your Paper

Authors should produce the manuscripts with Microsoft™ Word. We only accept submissions in Word files.

Regular letter-sized (8.5 × 11 in.) paper should be used. All contents, including text, figures and tables, should be surrounded by 1 inch margins on all four sides.

3. Paper Title

The title of the paper should appear on the top edge of the first page of the documents. Type the title in uppercase and lowercase letters, centered between the left and right margins and in Times 12-point, boldface type. Capitalize the first letter of nouns, pronouns, verbs, adjectives, and adverbs; do not capitalize articles, coordinate conjunctions, or prepositions, unless the title begins with such a word. In case the title is two or more lines, double-space between the lines. Insert a blank single-spaced line after the title.

4. Author Name(s) and Affiliation(s)

The name(s) of the author(s) and the author affiliation(s) are included in one blank single-spaced line after the paper title. They are typed using upper case and lowercase letters in Times 12-point, centered between the side margins, in single-spaced lines. For each of the authors, type the author's name (in first name, [middle initial], last name format), followed by the author's institution in next single-spaced line, and then the author's email address in another single-spaced line. Insert a blank single-spaced line after the author name(s) and affiliation(s).

In case there are two or more authors and they are from different institutions, type the second author's name and affiliations below the first author's, separated the two authors' information by one single-spaced line.

In case two or more authors are at the same institution, type the authors' names on one line if space permits. The institutional affiliation appears on the next line, just as it would for one author. The email address of these authors should in the format *{author1, author2}@institution*.

5. Abstract and Keywords

Type the label **Abstract:** in Times 12-point, boldface type, flush left, one single-spaced line after the author(s) information. Begin the abstract next to the abstract label and type it as a single paragraph in block format (i.e. without paragraph indentation), using Times 12-point *italic* type. The abstract should not exceed 200 words. On a separated line that followed the abstract, type **Keywords:** and include at most 5 keywords of your paper. Separate each keyword with a comma. Insert a blank single-spaced line after the keywords and before you begin the main text.

6. Main Text and Quotations

Type the main text in 12-point Times, single-spaced. Indent the first line of every paragraph at 0.63 cm (0.25 in). Type the remaining lines of the paragraphs to uniform left-hand margin. Apply justify-alignment to all main text. Place an additional blank line between paragraphs.

Quotations are formatted according to the length of the quote. Quotes with fewer than 40 words are quoted directly in the sentence. The quote "should be incorporated into the text and enclosed in double quotation marks". For quotations of 40 or more words, the followings apply:

Display quotations of 40 or more words in a single-spaced block with no quotation marks. Indent 0.63 cm (0.25 in) from the left margin without the usual opening paragraph indent.

If the quotation is more than one paragraph, indent the first line of second paragraph and/or the first line of additional paragraphs 1.26 cm (0.5 in.) from the left margin. Include a reference citation after the closing punctuation. (American Psychological Association, 2001, p. 292)

After the quotation block, type in the rest of the paragraph (in any) as usual main text. You can refer to Section 5.13 of the APA publication manual.

7. First Level Headings

First level headings, for example, “1. Introduction”, should be Times 12-point boldface, double-spaced and flush left. Capitalize the first letter of important words (similar to those in the paper title). Use a period (“.”) after the heading number.

Here are some headings we suggest you consider: **method, results, discussion, and references, etc.**

7.1. Second Level Headings

The second level headings should be in Times 12-point, boldface and *italic*. The heading should be double-spaced and flush left. Use a period (“.”) after each heading numbers, such as “7.1.”.

7.1.1. Third level headings and above. Third level headings or above, as in this paragraph, are discouraged. In case its usage is unavoidable, use Times 12-point, boldface, initially capitalized, flush left and followed by a period and then start the paragraph text on the same line. Use a period (“.”) after each heading numbers, such as “7.1.1.”.

Use “Text after third level headings” style for the first paragraph (which is the same as the main text style), while the second and additional paragraphs should follow the style of main text. Apply the third level headings format to headings for the forth level and above.

8. Figures and Tables

You can include figures and tables in the manuscripts. In particular, figures must be in a format supported by Microsoft™ Word. Popular formats such as .gif and .jpg are suggested. While table can be in any formats available in the word processor. Figure and table captions should be 12-point Times, non-boldface and centered. Initially capitalize only the first word of each figure caption and table title. Figures and tables must be numbered separately. The words “Figure” or “Table” and the following number in the captions must be *italic*. Put figure captions *below* the figures, and put the table captions *above* the tables. Figure 1 is included below for illustration purpose.



Figure 1. Example of figure.

9. Reference Citations

Within the body of the paper, indicate the cited text with a pointer and include the corresponding citations in **Reference**. The Reference section appears after the last section. Use

first level heading to type the label **Reference** (in Times 12-point, boldface type, flush left), without any heading number. Type all references below the Reference label, in alphabetical order. Follow the APA Reference Style (American Psychological Association, 2001) for citation entries. For example, (Alpha, 1996) and (Beta & Gamma, 1997) are citation formats for books. (Delta, Epsilon, & Zeta, 1998) is an example for citation format of periodical articles. (Theta & Kappa, 2000) is a reference to an online article.

References

Alpha, A. (1996). *Title of book*. City: Publisher.

Beta, B., & Gamma, G. (1997). *Title of book: Subtitle of book*. City, ST: Publisher.

Delta, D., Epsilon, E. , & Zeta, Z. (1998). Title of journal article. *Title of journal: Subtitle of journal, volume number* (issue number), first page-last page.

Publication manual of the American Psychological Association (5th ed.). (2001). Washington, DC: American Psychological Association.

Theta, T. H., & Kappa, K. (2000). Title of article. *Title of Periodical, Vol. No.* (Issue No.), <http://xxxxxxxxxxxxxxxxxxx>. Retrieved month day, year, from source.

Acknowledgement Note (optional)