

# Connected Learning Summit 2018

## Research Paper Manuscript Style Guide

These are the formatting requirements for the research papers that will be published in the 2018 *Connected Learning Summit* proceedings. Your research paper must conform to these guidelines so that we can have uniform entries for the proceedings. It is recommended that you use the MS Word styles in this document as a template for your document.

- Manuscripts must be turned sent using Microsoft Word
- Please include minimal formatting: This means **bold**, *italics*, underline, bullet points, and other simple formatting.
- Design will not begin until a final, copy edited, and the properly styled manuscript is turned in
- We will be back in touch only if we recommend edits, and you will have the opportunity to review the edits. Corrections will be agreed upon between the CLS2018 editor, Remi Kalir ([remi.kalir@ucdenver.edu](mailto:remi.kalir@ucdenver.edu)) and the lead writer of the research paper. The lead writer in the research paper will be responsible for collecting and providing a final and clean manuscript to the CLS2018 editor.

### Body Text

- Use Arial or Times Roman 10 point font. Do not leave a blank line following headings. The margins for your entire paper should be 1 inch on all four sides. Text should be flush left, ragged right.
- DO NOT Indent the first line of each paragraph. To separate your paragraphs, double space.
- DO NOT use page numbers, running heads, or footnotes. If you must use notes, please see the guidelines for Footnotes and Endnotes.

- Throughout the text, when referring to titles of games, movies, books, or Online articles, use italics. Do not use underlines.

## **Paper Length**

Research Papers will be no more than 7 pages in length including references and figures.

## **Title**

Beneath the Title and Subtitle, please list the author affiliations.

- Author Name, Institution, Address, Email
- Author Name 2, Institution, Address, Email

## **Endnotes or Footnotes**

ETC Press prefers chapter endnotes to footnotes, unless the author believes the meaning conveyed is more clear with footnotes. We ask that there is consistency throughout the manuscript if there are multiple authors. When you are adding an endnote within a chapter, please do not use superscript. Instead, use Microsoft Word's "Insert Endnote" feature:

- Within the text: "insert endnote" with MS Word
- At the end of the manuscript, include the text you want with the endnote.

If you decide to use footnotes, please follow the same as above.

When you are using footnotes instead of chapter endnotes, please do not use superscript. Instead, mark your document just as you would the endnotes, but include the footnotes at the bottom of the related chapter.

## **In-text Reference Style**

Use APA reference style throughout your essay and the reference section. Please refer to the Sixth Edition of the APA Publication Manual for full details and more extensive examples.

## **Examples**

...promoted with the use of technology (e.g., Hawkins & Pea, 1987)...

... Dewey (1929) called for systematic knowledge of teaching practice...

...orchestrating learning in naturalistic settings (Brown, 1992; Bruner, 1999)

## **References**

Please DO NOT use a .5 inch “hanging” indent. Otherwise, please follow APA style. The MOST important thing about the reference style you use is that readers be able to locate the sources you cite! Please be especially clear in the case of references to online materials!

## **Examples:**

Brown, A. (1992). Design experiments: Theoretical and methodological challenges in creating complex interventions in classroom settings. *The Journal of Learning Sciences*, 2(2), 141- 178.

Bruner, J. (1999). Postscript: Some reflections on education research. In E. C. Lagemann & L. S. Shulman (Eds.), *Issues in education research: Problems and possibilities* (pp. 399-409). San Francisco: Jossey-Bass Publishers.

Hawkins, J., & Pea, R. D. (1987). Tools for bridging the cultures of everyday and scientific thinking. *Journal for Research in Science Teaching*, 24, 291-307.

Lave, J. (1987). *Cognition in practice*. New York: Cambridge University Press.

## **Extended Quotes/Block Quotes**

For extended quotes, DO NOT include any formatted text. Instead, please mark the text with [block quote] at the front and [block quote] at the end. This enables our designers to search for this text, and create designs in both the print and digital format.

**[block quote]** We do this because it's important to make it easy for all of our design teams to complete their work and to provide you with fastest turnaround as we can. **[block quote]**

## **Images**

If your manuscript includes images, please make sure to indicate where in the book the image will be located AND make sure you have named the image file properly. At the point in the manuscript the image will be located, place bracketed text that identifies the PAGE and the IMAGE NUMBER IN THAT PAPER [image\_1.1, image\_1.2, image\_1.3].

**[image\_1.1]**

Your images should be high resolution, 300 dpi. (For ebooks, all images will be resized to 800 x 600 and optimized for the Web.) Please submit your image files via the online form.

## **Figures and Tables**

All Figures and Tables must be referred to in your text (see Table 1). Color figures may be included, but they will be printed in the proceedings in black and white, so please be sure that they will reproduce acceptable without color (see Figure 1). All figures and tables should be centered. Table captions are aligned left above the table. Figure captions are centered and placed below the figure.

**\*\*Please note: The ETC Press uses a template system with simple HTML codes. This means large tables or complex tables simply will never be displayed across all formats (ePub, Kindle, Web, and Print files) how you want them to look. The best way to solve this problem. Create IMAGE files of your tables.**

*Table 1.* An example of a table for the CLS proceedings.

	Heading 1	Heading 2	Heading 3
Row 1	Cell 1	Cell 2	Cell 3
Row 2	Cell 4	Cell 5	Cell 6

[IMAGE]

Figure 1. The Image.

Type the words “Table” or “Figure” and the number in italics, and the remaining caption in Roman (not Italics) unless you are citing a source, which must be in italics. Use a Period as punctuation after the Numeral. See example above.

### **Programming Codes**

If illustrating a programming code, use a fixed width font.

**\*\*Please note: The ETC Press uses a template system with simple HTML codes. As with tables, it’s best to provide this as a jpeg.**

## **Acknowledgments**

If you would like to make acknowledgments in your research paper, please do so after the Reference section, use the same font and size as the reference text.

## **Copy Editing**

We strongly encourage writers to hire professional copy editors for their research paper, especially the reference section. We will copy edit for overall cohesiveness but will not copy edit your paper in detail.