# Article formatting guidelines: The title is centered and in a 14-point font

## AuthorA1, AuthorB2, AuthorC2 (Write full names)Authors' email addresses separated by commas

## 1 Author's PositionA (Trebuchet font, 9-point centered)

## 2 Author's PositionB and Author's PositionC

# Summary

A concise presentation (100-150 words) of the article should be placed here. It should contain sufficient information to give the reader a complete picture of the fields discussed in the article and include the following: objectives, design, methodology, approach, results, conclusions and contribution of the article. The abstract is not an introduction to the topic. It provides sufficient information to remind the reader of the subject of the article. References in this section should be avoided.

**Keywords:** Use 3 to 5 keywords separated by commas

# Introduction

This document provides information and formatting guidelines to help you better prepare your article. We recommend that you copy this file to your computer and enter your text while maintaining the formatting specified. The different parts of the article (title, text, headings, titles, etc.) have already been defined, as in this model document. The body text should be in regular 9-point, justified Palatino font.

The Organizing Committee recommends that you save this document to your computer as a Word template. So you will easily achieve the correct formats and prepare your article in Word.

**Important note:** Please do not submit articles in Microsoft Word 97-2003 formatting (.doc), in PDF or other word processor, as there may be compatibility issues with the paper submission and review system.

# General instructions

When submitting your article for review, you should be sure that there are no clues to your identity. Delete author names, position, email address, and any reference related to you or your institution. Your article should be in a format suitable for blind review. The articles to be reviewed should be written in Greek or English.

After accepting your article, and during the final submission, you should add to the first page, after the title of the article, the information about the authors, i.e. full names, email address and position (University, Institute or Company) for each author.

**Important note:** Please strictly follow the page limits for the category your article belongs to. Visit the Conference website for more details <https://etpe2025.aegean.gr>.

## Format articles

### *Introduction*

All articles should begin with the section of the introduction, which delineates the theoretical background and objectives of the work. In some cases, it may be considered more appropriate to use an alternative first section to meet these objectives.

### *Body*

The body of the text contains several sections describing the content of the article (for example, Method, Results, Conclusions, etc.). You can use up to three levels of sections-subsections to better organize the content of your work.

### *Conclusions*

This section aims to create a complete picture of the article, without repeating the results. It is a recap of the article, which briefly explains its importance and overall value, presents its strengths, suggests new directions for future research, etc.

### *References*

After the conclusions section follows the list of all references present in the body of the text. Footnotes should not be used as references. In general, footnotes should be avoided.

APA's current guidelines should be followed for citations, both in the body text and in the alphabetical citations list at the end of the article (see the guidelines in the Citations section for more details). The reference list contains only the tasks that refer to the text, and all references in the text should also be listed in the References section.

### *Appendices*

If it is necessary to use an appendix, it should be placed after the References section.

# Format pages

This template follows the guidelines for formatting the articles. You can use it to write your article.

### *Page size*

Set the page size to 17 x 24 cm.

### *Margins*

The upper margin should be 2.8cm and the lower margin 2cm. The left and right margins should be 2cm.

### *Headers and footers*

Keep the elements and page numbers in the header, as well as the information in the footer of the first page of the article. The rest of the information will be entered by the Organizing Committee, during the final processing of the text.

### *Footnotes*

Footnotes or endnotes should not be used. If an explanation is necessary, it should be incorporated into the body of the text.

### *Paragraph format*

Use the specified paragraph format in your text, making only changes such as those listed below.

### *Abbreviations and acronyms*

Abbreviations and acronyms should be defined the first time they are used in the body of the text, even if they are defined in the abstract. Abbreviations should not be used in the article title or section headings, except those unavoidable.

## Section headings

The three levels of sections-subsections are considered sufficient. Section headings should not be numbered. Automatic Word section numbering should not be used, either numerically or alphabetically.

### First-level headings (Level 1 heading format)

Use this format for the main sections. The font should be Trebuchet, 10-point, bold. The interval before the paragraph should be 12 points and the interval after 6 points. The alignment should be left. You should not use capital letters. Only the first letter of the heading will be uppercase.

### *Second-level headings (level 2 heading format)*

Use this format for the second level sections. The font should be Trebuchet, 10-point, bold and italic. The interval before the paragraph should be 12 points and the interval after 3 points. The alignment should be left. You should not use capital letters. Only the first letter of the heading will be uppercase.

### Third-level headings (level 3 heading format)

Use this format for the third level sections. The font should be Trebuchet, 9-point, bold. The interval before the paragraph should be 12 points and the interval after 0 points. The alignment should be left. You should not use capital letters. Only the first letter of the heading will be uppercase.

## Paragraphs

Use regular writing in the body of paragraphs. The font will be Book Antiqua, 9-point. All paragraphs should have single line spacing. The first paragraph of each section should not be indented. The indent of the following paragraphs should be set to 0.42 cm. Don't leave spacing or blank lines between paragraphs.

### *Other paragraph formats*

* **Lists:** Use automatic insertion of bullets or numbers to create lists, as in the template.
* **References:** Use 8-point formatting.

# Figures and tables

A table is defined as the presentation of text data in the form of columns and rows. A figure is any other form of presenting data, such as charts, drawings, or images. Each figure or table should be numbered and have a concise description title. Each figure or table should refer to the body text.

Figures and tables should be inserted into the main text as close as possible to their reference point. Use central alignment.

### *Reference to text*

The accepted articles will need a final editing before being published. It is very important that tables and figures are easily moved and/or resized. For this reason, do not use expressions such as "above" or "below" when referring to text in tables or figures. Use expressions such as "Table 2 shows...," "Figure 3 shows...," etc.

Don't use Word AutoNumber for tables and figures.

### *Examples*

Table 1 is an example for formatting tables. The title of each table should be in bold 9-point font and placed above the body of the table. The title interval should be as follows: 12-before and 6-points after.

Horizontal lines should also take the form of the example below (present at the beginning and end of the table). The thickness of the line should be 1 point. Vertical lines may not be used in tables.

**Table 1. Table formatting example**

|  |  |  |
| --- | --- | --- |
| **Teacher service position** | **Frequency** | **Percentage %** |
| Preschool education | 79 | 6.8 |
| Primary | 391 | 33.6 |
| Gymnasium | 35 | 3.0 |
| Lyceum | 216 | 18.5 |
| **Total** | **1165** | **100.0** |

Figure 1 is an example of a figure. The title should be in bold 9-point font and placed below the figure. The title interval should be as follows: 6-points before and 12-points after.

**Figure 1. Teacher allocation based on ICT Usage Profile**

### *Form*

There are two ways to submit figures:

* Insert the figure directly into the text in a picture format that can be resized without alteration (as in Figure 1)
* Submit each figure as an independent high-resolution file in .gif format. Compress all image files into one .zip file for each article.

## Guidelines for references

References should follow current American Psychological Association (APA) guidelines.

### *Guidelines for text*

Inside the text of your article you should cite your sources by listing the author's proper name and the year in parentheses, as shown in the examples in the following paragraphs. The references in this section are examples to follow precisely.

When there are two or more papers by the same author, they should be placed in the citations list in chronological order, according to the year of publication. If you cite two papers at the same time in the text, you should also indicate the year of each publication in chronological order (Jonassen, 2000; 2003). To cite works by the same author that have the same year of publication, add alphabetical numbering after the year of publication (Jimoyiannis & Komis, 2006a; 2006b). Use the same numbering method in the alphabetical list of references.

If a paper has two authors, both should be mentioned, both in the list of references and in its inclusion in the body of the text (Mikropoulos & Natsis, 2011). If a paper has three or more authors, the names of all authors should be listed in the article's alphabetical list of citations. However, when mentioning the reference in the body text, use only the name of the first author followed by et al. (Russell et al., 2003).

References to Web sources should include the year of publication or recent update, the date of access, and the full address of the website (Cox et al., 2000; DEPPS, 2003). Authors should carefully check that the link to each address listed in the citations list is active.

### *List of references*

In the References section, at the end of the article, there should be the alphabetical list of all references of the work, according to the template in this document. List all your citations in alphabetical order, according to the last name of the first author. Only the first letter of the first word of the title of each paper should be written in capital letters. You can use capitals only in the first word of the subtitle, in the first word after a full stop and in the proper names (Drenogianni & Primerakis, 2008).

The titles of books, journals, edited volumes or conference proceedings should be italicized (Jonassen, 2000; Gravani, 2008). You must not italicize, underline, or quote marks in the titles of journals, books, collective volumes, or proceedings. The title of each journal should be capitalized with the first letter of each word. On the contrary, for papers published in books, collective volumes, proceedings or on the World Wide Web, use capitals only in the first word of the title or subtitle, in the first word after a period and in the proper nouns/surnames.

### References

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