



Author Guidelines for the Preparation of Contributions to the ISLS Conferences

(Last Updated Fall 2014)

This document is a set of guidelines; there is also a Microsoft Word template

The following guidelines are for papers submitted to either conference series supported by the International Society of the Learning Sciences (ISLS): the International Conference of the Learning Sciences (ICLS) and Computer Supported Collaborative Learning (CSCL). These formatting guidelines are intended to create papers that are easily readable, and create consistent look throughout the proceedings. There is also a Microsoft Word Template, called “ISLS Conference Submission Template” which includes pre-set styles for formatting your submission properly. The template is in the form of a two-page exemplar poster submission and contains examples of all the major formatting issues and styles. Note that the instructions for the author list concern accepted papers and that the initial submission should be **blinded for review**. In addition, **symposium authors** need to carefully read the special guidelines for them in this guidelines document as the template does not demonstrate those issues.

Using the guidelines and template

It is easiest to format your document properly if you start with a copy of the template, remove its contents and type your submission into it from scratch using the preset styles in it to format each element of your text. However, realistically, this is not how most of us work. Often we are cutting and pasting text from prior work and editing it. Or we’ve already drafted the paper before we look at the template. Or we’ve constructed the paper on-line with our co-authors using a tool like google docs. And THEN we try to format it properly. The result tends to be a confusing mish-mash of styles within the document and sometimes perplexing results when styles of the same name (but different formatting) are pasted into your document. You have three options for cleaning up such formatting.

Format line-by-line: Not recommended

Select each line/paragraph and format it according to the guidelines using the “Format-->Font” and “Format-->Paragraph” tools and/or the buttons and such on your ruler. This process is slow, time-consuming and makes it easy to miss things. It’s also really tough on your editor, as any fixes must also be made line-by-line.

Redefine the styles in your paper to meet the guidelines

This process can work just fine. You may run into some difficulty if at times you wrote your body text using the “Normal” style and at other times you used the “Body Text” style and yet at other times the style is some webtool defined style. This technique is hardest to use when you have a mish-mash of styles from lots of different prior documents.

Retype all your text into a blank template using the predefined styles

Sounds tedious, but in the end it is probably the simplest way to go. It is certainly the technique that will make the editor’s job the easiest.

Proof-read your paper carefully; proceedings editors only catch formatting

After all the conference papers are submitted, an editor pulls them together for publication in the proceedings made available at the conference. Due to the tight turn-around between final paper submissions and the conference itself, the editor will only fix obvious formatting problems and will not actually read the papers.

- Any typos, poor writing, or missing references will *not* be caught. It is also probable that incorrect table and figure numbering will not be caught.
- Not following these formatting guidelines may result in the paper being sent back to you for further edits. Most particularly, any papers that are over length after format editing will be sent back to the

authors for editing down. Due to time constraints, you will typically have 48 hours to complete those edits or risk the paper not being in the proceedings.

- Please pay special attention to directions around author format, heading structure and images. These are the areas that most often require editorial attention. Problems with images often lead to page length problems.

Document formatting

Page type is A4

All ISLS conferences use an A4 document format.

Margins are 1" right and left; 1.25" top and bottom

All ISLS conferences use 1" margins on left and right and 1.25" margins on top and bottom. The larger margin size on top and bottom is to enable North American printers (which typically use U.S. Letter sized paper) to print the proceedings without cutting off either the header or footer of the document.

Document outline

For all submissions (other than symposia) the following basic outline should be used. See the section titled "Formatting symposia" for symposia specific guidelines.

1. Title
2. Abstract
3. Keywords
4. Body of submission (using heading levels 1, 2 and 3 as necessary)
5. Endnotes (if needed)
6. References
7. Acknowledgements (if needed)

Do not include headers or footers in your document

The header and footer space in your document must be blank so that the proceedings header/footer may be placed there.

Submission length

Submission length limits are not negotiable. Your submission must be within the page limits for its type. It may be shorter than the limit, but no longer. (Please see the Table 1 below.) Fitting all your thoughts into a page limit is hard. If your paper is too long, cut some of the text or use more concise language. Do *not* attempt to make things fit by playing with formatting or reducing line spacing. The editor will fix the formatting, which will likely put you over length. You'll then receive a request to fix the paper within 48 hours.

Table 1: Submission length limits

Submission Type	Page limit
Full Paper	8
Short Paper	4
Poster	2
Symposium	8
Panel	3
Interactive events	4
Special session	2
Pre-conference Workshops and Tutorials	4

Do not include page numbers in your document

While it is useful to have page numbers while *writing* (especially with a co-author), make certain to remove them before submitting your paper. Page numbers will be added to your submission based on where it is in the proceedings.

Submit your paper in both PDF and Microsoft Word format

The production editor will most likely do clean-up in Microsoft Word. If your file needs editing and you do not submit a Microsoft Word version, the editor will need to send the file back to you for edits. Sometimes, if the version of Microsoft Word you use is sufficiently different from that of the editor, you may still receive the request to make the edits yourself.

Embed all your fonts in your PDF file

Embedding fonts ensures that all the fonts used in your file print out properly regardless of the font library of the computer and printer used to print your paper. For instructions on embedding fonts within either Microsoft Word 2007/2010 on a PC, Adobe Products or Apache OpenOffice, see:

https://help.lulu.com/s/article/How-Do-I-Embed-Fonts-in-a-PDF?language=en_US

You can check whether your PDF file is formatted properly by opening it in Adobe Reader, selecting “Properties” from the “File” menu, then on the “Fonts” tab in the dialog box and reviewing the font descriptions for your submission. They should all have “(Embedded)” or “(Embedded Subset)” after the font name. (See Figure 1.)

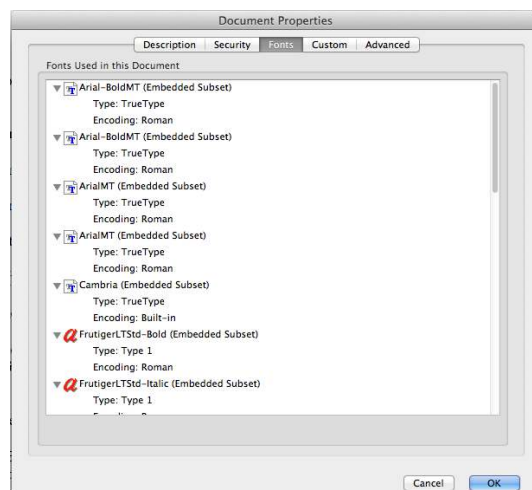


Figure 1. Font properties of a PDF file

Fonts in general (Times New Roman for the body; Arial for headlines)

The body font for ISLS conference submissions is Times New Roman. It is used for the body text, table and figure labels and table contents. The headline font is Arial. It is used for the submission title and headings. To the extent possible, please only use these two fonts in your submission, including in figures and equations.

Emphasis (Use italics)

In general, italics (rather than bold or underline) should be used for emphasis in your text when needed.

Sentence spacing

Use only one space between sentences.

Do not include "mailto" hyperlinks in your submission

Remove all the “mailto” links from email addresses.

Title formatting (14 point, Arial Bold, centered, title case)

Titles must be centered in Arial 14 point bold. The style “Title” in the Template has those specifications. Title case must be used. Title case capitalizes the first word of the title and most other words in the title, except small ones like “and” or “the.” Titles that use a colon must capitalize the first word after the colon. Please use a colon rather than a dash. Titles that use quotations must use title case for those quotations. For example:

“I Hate Using Style Sheets!” Trials and Tribulations of Conference Paper Authors

Author list (10 point, Times New Roman regular, centered)

Initial submissions are blinded. However, page limits do not change between initial and final submissions. Make certain you leave enough space in your paper to accommodate the author list in its final version.

There is a blank 14 point line between the title and the author list and a blank 10 point line after the author list. The author list should be centered and in 10 point Times New Roman. The style “Authors” in the Template has these specifications. Include the name, institution and email address of each author. (Do not include physical addresses.) You have two options for formatting your author list. You may choose whichever of the two best fits the kind of author list you have.

Option 1: Each author on their own line

This format is best when the author list includes individuals from a lot of different institutions or the author order makes grouping authors by institution difficult. It is author, institution and email address each on one line, e.g.

Jane D. Apostrophe, School of Editorial Finesse, jdapostrophe@sef.edu
John D. Semicolon, School of Editorial Finesse, jdsemicolon@sef.edu
Julie D. Ampersand, Writers’ University, jdampersand@writers.edu

Option 2: Authors organized by institution

This format is best when all the authors are in a single institution or easily grouped by institution. Names are on the first line. Email addresses (in the same order as the names) are on the second line. The institution is on the third line. If you choose to organize authors that come from more than one institution this way, please put a blank line 10 pt Times New Roman line between the first institution name and the second set of author names. For example:

Jane D. Apostrophe, John D. Semicolon, Agnes Gradstudent, Jason Postdoc, and Alfred Paul Greybeard
jdapostrophe@sef.edu, jdsemicolon@sef.edu, agrad@gmail.com, jpostdoc@sef.edu, greybeard@sef.edu
School of Editorial Finesse

Julie D. Ampersand, Alister L. Parentheses, Rachel W. Umlat and Sara Asterisk
jdampersand@writers.edu, alp@gmail.com, rumlat@writers.edu, asterisk@writers.edu
Writers University

Use the *publishing* name for yourself and your co-authors, not nicknames

Do not use nicknames or forget middle names or initials if you typically use them in publishing. For example, Alfred Paul Greybeard, should not be listed as Alfred P. Greybeard, Alfred Greybeard, nor Fred Greybeard. Be consistent about your name and that of your co-authors, both within your ISLS submissions themselves and in the author information you place into the conference submission system. If you’re not certain of co-authors’ preferences, ask them.

Further author formatting notes

1. The guidelines refer to the editing of accepted papers. When first submitting a paper, all names and addresses should be left out for the review.
2. Make certain the email addresses used are the ones you and your co-author(s) use for official correspondence.
3. Use the official name of your institution rather than nicknames or acronyms. You do not need to include a department name.
4. Use full email addresses. Do *not* use coding conventions to indicate similar email addresses, e.g. {jdapostrophe, jdsemicolon}@sef.edu.
5. Do *not* use superscripts to indicate institutions, e.g.
Jane D. Apostrophe¹, John D. Semicolon¹, and Julie D. Ampersand²
¹School of Editorial Finesse, ²Writers’ University
6. Remove any “mailto” hyperlinks from the email addresses.
7. Use the word “and” at the end of a list of author names rather than the “&” sign.

Abstract (10 pt Times New Roman regular, 0.5” indent, full-justification)

The abstract is written in 10 point Times New Roman with full justification. It is indented a half-inch on both the left and right. There is a 10 pt, Times New Roman blank line before and after the abstract. The style “Abstract” in the Template is formatted with these specifications. The abstract should have the word “**Abstract:**” in bold with a colon after it at the beginning. It should be 150 words or less for papers, panels, symposia, workshops, tutorials and interactive events. It should be 75 words or less for posters and special events.

Keyword list (10 pt Times New Roman, 0.5” indent on left; left-justified)

Please include a keyword list with up to 5 keywords or phrases separated by commas. They should follow the word “**Keywords:**” in bold with a colon. The keyword line is in 10 point Times New Roman, indented one half-inch on the left and left justified. The keywords can be the same that you submit to Precision Conference System, but do not have to.

Leading quotations (centered, half-inch indent both sides, italics)

If you wish to open your submission with a quotation, it should be placed after the keywords, with a blank line (10 point Times New Roman) both before and after the quotation. It should be centered in 10 point Times New Roman, italic. Make sure to include the author and date in parentheses at the end. The style “Leading Quotation” in the Template is formatted according to these specifications.

Heading structure

There are three heading levels defined for an ISLS paper. All headings are alone on their own line, with a blank line before, but none after. All are left-justified, and use “sentence case” (first word capitalized). If there is a colon in the heading, the first word after the colon is capitalized. A first level heading is the style “Heading 1” in the Template. It is 12 point Arial bold, with a 12 point leading white space. A second level heading is the style “Heading 2” in the Template. It is 12 point Arial with a 10 point leading white space. A third level heading is the style “Heading 3” in the Template. It is 10 point Arial underlined, with a 10 point leading white space. (See examples below.)

Heading level 1 (12 pt Arial bold, first word capitalized, left-justified)

Heading level 2 (12 pt Arial regular, first word capitalized, left-justified)

Heading level 3 (10 pt Arial underlined, first word capitalized, left-justified)

Code 1. Definition for code 1. Definition for code 1. Definition for code 1. Definition for code 1. Definition for code 1.
Code 2. Definition for code 2. Definition for code 2. Definition for code 2. Definition for code 2. Definition for code 2.
Code 2. Definition for code 3. Definition for code 3. Definition for code 3. Definition for code 3. Definition for code 3.

Figure 2. Do not place text on the same line as a heading

Do *not* place something that looks like a heading at the beginning of body text. (See Figure 2.) Authors are sometimes tempted to use an in-line heading for definitions. Instead, please use a table or an enumerated or bulleted list for a list of definitions. See directions for tables and lists below.

Do *not* remove the white space between heading lines. If you have a level two heading immediately following a level three heading and no body text in between, the white space needs to remain. The examples of the headings above, where a level 3 heading directly follows a level 2 heading which directly follows a level 1 heading, illustrate the way headings following headings should look.

Body text (10 pt, Times New Roman, full justification)

The first paragraph following a heading is the style “Body Text”. It is 10 point Times New Roman with full justification. There is no blank line after the heading and before the first paragraph.

All subsequent paragraphs use the style “Body Text First Indent”, 10 point Times New Roman with full justification and a 1/2” indent on the first line of the paragraph. Do not leave a blank line between paragraphs. In the template, the styles are set so that “Body Text” automatically follows any heading and “Body Text First Indent” automatically follows “Body Text”.

Quotations, transcripts and bulleted/enumerated lists do require blank lines before and after and are handled with their own styles. (See below.)

Bulleted and enumerated lists (¼” hanging indent; 3 pt space before and after)

Bulleted and enumerated lists are in 10 point Times New Roman font and having a 3 pt space before and after each line. They are indented a quarter-inch on the left and have a quarter-inch hanging indent. Here is an example of a bulleted list, using the style “bulleted list” from the ISLS Conference Submission Template:

- This is a list.
- This item on the list is long and requires enough words that the text wraps around to a second line, demonstrating how the hanging indent looks.
- This is the last item on the list.

For an example of an enumerated list, see the lists in the sections above entitled “Document outline” and “Further author formatting notes.” These lists use the style “enumerated list” from the ISLS Conference Submission Template.

If you wish to use a list to provide definitions of some kind, you may highlight the word or phrase being defined by bolding it, e.g.

- **Useful word or phrase:** Blah, blah, blah, blah, Blah, blah, blah, blah, Blah, blah, blah, blah, Blah, blah, blah, Blah, blah, blah, blah
- **Another useful word or phrase:** Blah, blah, blah, blah, Blah, blah, blah, blah, Blah, blah, blah, blah, Blah, blah, blah, blah, Blah, blah, blah, Blah, blah, blah, blah

Tables (centered, title is 10 pt Times New Roman underlined, left-justified)

Table titles are in 10 point Times New Roman underlined and left-justified. There is a 10 point white space between the table title and the table. The “Caption” style in the Template follows these specifications. The table title should include the word “Table” followed by a number, then a colon and the title. (See Table 1 above for an example.)

The table should be centered. Text in the table cells may be either 9 point or 10 point Times New Roman. Any smaller is difficult to read. Titles of table cells may be in either Times New Roman or in Arial. You may use either bold or underlining to set them off.

If using a table for creating a list of definitions, you may choose to make it an invisible table, with no borders. Tables used in this way should be ½” indented from the left. Text inside should use full justification. There should be a 3 pt space before and after each term to provide similar spacing as for a list. For example:

Term 1	definition, definition, definition, definition, definition, definition, definition, definition
Term 2	definition, definition, definition, definition, definition, definition, definition, definition

Figures (Centered, title 10 pt Times New Roman, partially underlined, period)

Figures are centered. There is a 10 point Times New Roman space before the figure and no space between the figure and its title. There is a 10 point Times New Roman space after the figure title and before the body text resumes. The figure should be alone on a line and the wrap-style used should be “in-line with text”. See Figure 3 for an example.

The figure title is in 10 point Times New Roman. The word “Figure” and the number which follows are both underlined and then followed by a period. The figure title itself also ends in a period. Figure captions should be short. They should not be a paragraph long.

The proceedings are printed in black and white. Make certain any color figures and images will reproduce cleanly in grayscale.

Multiple images may be used in a single figure. The caption for that figure then needs two lines, one to label each image and another to label the figure. Try to keep the images at the same height. See Figure 5 for an example.

Extended quotations (10 pt Times New Roman, indented ½” left and right)

Quotations of more than four lines placed in their own paragraph. There is a blank 10-point space before and after this paragraph. The paragraph uses 10 point Times New Roman font, full-justification and is indented a half-inch on both the right and left.

Erudite and profound insight, written with astounding clarity and eloquent turns of phrase
blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
blah, blah, blah (Greybeard, Insightful & Wizwoman, 2007).

Transcripts

Exactly how you format transcript data depends upon the kind of data you have. General guidelines are provided here, but you will need to adjust them based on your data and use transcription coding conventions typical to the work you do.

You may use either hanging indents or an invisible table to display your transcript data. You could also choose to use a regular table. If you do so, follow the formatting guidelines for a table. Unless you have a specific need for a uniformly spaced font, use 10 point Times New Roman. Indent the transcript ½” on both the left and right. Put a blank 10 point line before and after the transcript segment. Place a 3 point space before and after each line of the transcript. The style “Transcript” in the Submission Template follows these specifications with enough of a hanging indent to support most names. You may adjust the hanging indent to fit your speaker notation needs. The following example uses the “Transcript” style and a hanging indent to format transcript data:

Student 1: Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah. Blah,
 blah, blah, blah, blah.

Student 2: Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah,
 blah. Blah, blah, blah, blah, blah. Blah, blah, blah, blah, blah. Blah, blah,
 blah, blah, blah. Blah, blah, blah, blah, blah.

Student 1: Blah, blah, blah, blah, blah, blah, blah.

Do *not* use Microsoft Words automated line numbering to number lines. This will place the line numbers in the margins of your document and may create difficulties with binding. You can use tables to organize both line numbers and speaker data. For example:

01	Student 1:	Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah.
02		Blah, blah, blah, blah, blah.
03	Student 2:	Blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah, blah.
04		Blah, blah, blah, blah, blah.

If for some reason your transcript requires a uniformly spaced font – for example, you may need to line up interrupting text from two speakers or want to line up gestures with words – please use 9 point Courier. See an example below:

01	Student 1:	A quick brown fox [jumped over a lazy dog]
02		
03	Student 2:	[I hate that silly] sentence. Why
04		can't we start working on our project?

Endnotes (Use endnotes, not footnotes; do not use automated ones)

Use endnotes, not footnotes. Endnotes come after the body of the paper and before references and acknowledgements. (See “Document Outline” above.) Do not use automated endnotes, as Ms Word will place them in the wrong location. Do not use superscripts to indicate endnotes. Instead, place the number in parentheses after the text with the note, like such (1). The notes themselves are in 9 point Times New Roman, with a quarter-inch hanging indent and full justification. The style “endnotes” in the Template follow these specifications. For example:

- (1) This is an endnote. It will add useful information for the reader that is nonetheless problematic to include in the main body of the text.

Citations and References (APA format; ½” hanging indent, full-justification)

Citations and your reference list should follow APA format. Use the most recent version of the APA guidelines. Citations in the text should include the author and date for the work cited and when direct quotations are used, the page number, e.g. (Apostrophe & Semicolon, 2012) or (Apostrophe, Semicolon & Ampersand, 2011, p. 18) or (Apostrophe, et al., 2003).

The Reference list should be placed under a level one heading titled “References”. The references follow the main body of the paper and any endnotes, but come before the Acknowledgements. They are in 10 point Times New Roman, with a half-inch hanging indent and full-justification. There are no spaces between references. The style “References” in the Template follows these specifications. For example:

Greybeard, A. P., Insightful, M. W. & Wizwoman, B. Z. (2007, June). Excellent paper full of profound insights. In Apostrophe, J. D., Semicolon, J. D., & Ampersand, J. D. (Eds.), *Learning and Growing: Proceedings of an International Society of the Learning Sciences Conference, 2007* (101-121). SomeCity, SomeCountry: International Society of the Learning Sciences.

Appendices: Avoid if possible; if necessary place at end; use Heading 1 for title

Avoid appendices unless absolutely necessary. Place an appendix at the end of your paper, after references, on a new page. Use a first level heading for the title of the appendix, that is, 12 point Arial Bold, left-justified. For example:

Appendix A: Blah, blah, blah, blah

Special guidelines for symposia

Symposia are odd. They are a single submission that takes up an entire session at the conference. While authors may structure symposia in all kinds of creative ways, the majority of them look like a highly coherent paper or poster sessions. As a result, symposia write-ups often have sub-sections associated with each paper, poster, or presentation being made and each of those sub-sections have particular authors associated with them. Symposia may also have chairs or organizers and discussants.

Authorship for the symposium as a whole

We ask that you include *all* the authors, organizers and discussants in the author list below the symposium’s title. Please indicate those who have special roles with that role in parentheses after their name. You may wish to place a blank line between the organizers/authors and the discussant (if you have one). For example:

Jane D. Apostrophe (co-chair), School of Editorial Finesse, jdapostrophe@sef.edu
John D. Semicolon (co-chair), School of Editorial Finesse, jdsemicolon@sef.edu
Julie D. Ampersand, Writers’ University, jdampersand@writers.edu
Alfred Paul Greybeard, School of Editorial Finesse, greybeard@sef.edu
Alister L. Parentheses, Writers University, alp@gmail.com
Rachel W. Umlat, Writers University, rumlat@writers.edu
Agnes Gradstudent, School of Editorial Finesse, agrad@gmail.com,
Jason Postdoc, School of Editorial Finesse, jpostdoc@sef.edu,

John P. Brilliant (discussant), Excellent University, jpbrilliant@excellent.edu

