# Paper formatting guidelines:

# Title is 14 pt, centre aligned

## Author A1, Author B2, Author C2 (Please enter the full names)email addresses of the authors separated by comma

## 1 Position of Author A (Trebuchet font, 9-pt, centre aligned)

## 2 Position of Author B and Position of Author C

# Abstract

A summary presentation (100-1150 words) of the paper has to be placed here. It has to contain adequate information as to give the reader a full image about the fields that the paper treats and also include the following: aims, planning, methodology, approach, results, conclusion and contributions of the paper. The summary does not constitute an introduction to the subject. It contains enough information as to remind to the reader the subject of the paper. The placement of references in the section has to be avoided.

**Key words:** Use 3 to 5 key words separated by a comma

# Introduction

This document contains information and formatting instructions that will help you better prepare your paper. We recommend you to copy this file to your computer and insert your text keeping the defined format. The various parts of the paper (title, text, headers, titles e.t.c. ) have already been defined, as in the present document-example. The main text must be in normal Book Antiqua font, 9-pt (points), fully justified.

The Steering Committee suggests that you save this document at your computer as a Word exemplar. So, you will easily achieve the correct formatting and you will prepare your paper in Word.

**Important note:** Please do not submit papers in Microsoft Word 97-2003 (.doc) format, in PDF or in other word processor, as there may be compatibility problems with the system of submission of works and reviews.

# General instructions

When you submit your paper for review you have to be sure that there are not indications of your identity. Erase the names of the authors, the position, the e-mail address, as well as every relative reference to you or your establishment. Your paper has to be in a suitable format for a “hidden” assessment. The papers under assessment should be written in Greek or English.

After the approval of your paper and during the final submission, you must add at the first page, after the title of the paper, the information that concern the authors, that is full names, e-mail address and position (University, Institute, or Firm) for every author.

**Important note:** Please strictly follow the page margins for the category your paper belongs. If you have any questions please contact the Steering Committee at: steam2021conference@gmail.com

## Papers formatting

### *Introduction*

All papers will have to start with the introduction section that delimits the theoretical background and the targets of the work. In some cases, it is possible to be considered a more suitable use of an alternative first section, so that the targets are covered.

### *Body*

The body of the text contains various sections that describe the contents of the paper (for instance, Method, Results, Conclusions, e.t.c.). You can use up to three levels of sections-subsections, as to better organize the content of your work.

### *Conclusions*

This section aims at creating a complete image of the paper, without repeating the results. It constitutes a recapitulation of the paper that explains in brief the importance and the whole value of the paper, emphasizes on the salient points and proposes new directions for the future research e.t.c.

### *References*

After the section of conclusions, the list with all the references that exist in the body of the text follows. Footnotes should not be used as references. Generally, footnotes should be avoided.

The current APA directions should be followed for the mentioned references, so much in the body of the text, as much in the alphabetical list of references at the end of the paper (see the directions in the section References for more details).

The list of references contains only the works that are reported in the text, while all the references that exist in the text they have to be written in the section References too.

### *Annexes*

If the use of an annex is necessary, it should be placed after the section References.

# Pages formatting

The current prototype follows the directions for the formatting of the paper. You can use it in order to write your paper.

### *Page size*

Adjust the size of the page at 17 x 24 cm.

### *Margins*

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

### *Headers and footers*

Keep the elements and the numbers of pages in header, as well as the pieces of information of the footer of the first page of the paper. All the rest pieces of information will be inserted by the Steering Committee, during the final text processing.

### *Footnotes*

Footnotes, or endnotes should not be used. If any explanation is necessary, it has to be incorporated in the text body.

### *Paragraphs format*

Use the standard paragraphs format in your text, only doing changes as those mentioned below.

### *Abbreviations and acronyms*

The abbreviations and the acronyms should be defined the first time they are used in the body of the text, even if they have been defined in the abstract. Abbreviations should not be used in the title of the paper or the headers of the sections, in exception of the cases that this is inevitable.

## Sections headers

The three levels of sections – subsections are considered adequate. The headers of sections should not be numbered. The Word automatic counting of sections should not be used, either in numeric, or in alphabetic order.

### Headers of first level (format of a header of 1st level)

Use this format for the main sections. The font should be Trebuchet, 10 pt, bold. The space before paragraph should be 12 pt and the space after 6 pt. The alignment should be left. You should not use capitals. On the first letter of the header will be capital.

### *Headers of second level (format of a header of 2nd level)*

Use this format for the sections of second level. The font should be Trebuchet, 10 pt, bold and italics. The space before the paragraph should be 12 pt and the space after 3 pt. The alignment should be left. You must not use capital letters. Only the first letter of the header should be in capitals.

### Headers of third level (format of a header of 3rd level)

Use this form for the sections of third level. The font should be Trebuchet, 9 pt, bold. The space before paragraph should be 12 pt and the space after 0 pt. The alignment should be left. You should not use capital letters. Only the first letter of the header should be in capitals.

## Paragraphs

Use normal script in the main text of the paragraphs. The font should be Book Antiqua, 9-pt. All paragraphs should have single line spacing. The first paragraph of every section should be without indent. The next paragraphs of the section should have an indent of 0.42 cm. Do not leave space or empty lines between paragraphs.

### *Other forms of paragraphs*

* **Lists:** Use the automatic entry of dots or numbers for the creation of lists, as in the example.
* **References:** Use 8 pt font size.

# Shapes and tables

As a table, it is considered the presentation of text data in the form of columns and lines. A shape is any other form of presentation of data, such as graphs, drawings, or pictures. Every shape or table should be numbered and it should have a summary description title. Every shape or table should be mentioned in the text body.

The shapes and the tables should be inserted in the main text, as closer to their point of reference as possible. Use central alignment.

### *Reference in the text*

The papers that will be accepted will need a final trim before printing. It is very important that the tables and the shapes are easily moved or/and changed size. For this reason, do not use expressions as “above” or “below”, when you refer to text in tables or shapes. Use expressions as “in Table 2 it is given…”, “in Shape 3 there are presented …” etc.

Do not use the automatic numbering of Word for tables and shapes.

### *Examples*

Table 1 constitutes an example for the formatting of tables. The title of every table must have a 9 pt bold font and be placed over the body of the table. The spacing of the title must be as follows: before 12 pt and after 6 pt.

The horizontal lines must have the format of the example (exist at the beginning and end of the table). The thickness of line must be 1 pt. The use of vertical line in tables is not allowed.

**Table 1. Example of table formatting**

|  |  |  |
| --- | --- | --- |
| **STEAM practices** | **Frequency** | **Percentage %** |
| Kindergarden | 90 | 19 |
| Primary school | 392 | 30.5 |
| High School | 351 | 27.0 |
| Lyceum | 216 | 23.5 |
| **Total** | **1165** | **100.0** |

Shape 1 constitutes an example of shapes. The title must have a 9 pt bold font and be placed under the shape. The spacing of the title must be as follows: 6 pt before and 12 pt after.

**Shape 1. Science, Technology, Engineering, Art and Mathematics (STEAM)**

### *Form*

The tables have to be inserted in the body of the text or be placed in a separate page at the end of the paper.

There are two ways of submission of shapes:

* Insert the shape directly into the text, in a form of picture that can change size without alterations (as in Shape 1)
* Submit every shape as an independent high resolution file in .gif format. Compress all files of pictures in a .zip file for each paper.

## Directions for references

The references will have to follow the current directions of the American Psychological Association (APA).

### *Directions for the text*

In the body of the text of your paper, you have to mention your sources, by scribing the family name of the author and the year in parenthesis, as it is presented in the examples of the following paragraphs. The references that exist in this section, they constitute examples that you have to follow precisely.

When there are two or more works of the same writer, they should be placed in the list of references in a chronological sequence, according to the year of publication. If you refer two works at the same time in the text, you should scribe and the year of every publication with a chronological order (Jonassen, 2000; 2003). For the reference of works of the same author that have the same year of publication, add an alphabetical numbering after the writing of the year of publication, add alphabetical numbering after scribing the year of publication (Jimoyiannis & Komis, 2006a, 2006b). Use the same way of numbering also in the alphabetical list of references.

If a work has two authors both should be mentioned, that much in the list of references, as much and in its script in the text body (Mikropoulos & Natsis, 2011). If a work has three or more authors, the names of all the authors should be mentioned in the alphabetical list of references of the paper. However, in the script of the reference in the body of the text use only the name of the first writer, followed by κ.α. for references in Greek (Τσιρογιάννη κ.α., 2013) or et al. for references in English (Russell et al., 2003).

In the references to sources from the world wide web, the year of publication, or of recent update, the date of access, as well as the full address of the internet site has to be included (Cox et al., 2000; ΔΕΠΠΣ, 2003). The authors will have to check with attention, so that the link is active of every electronic address that is written in the list of references.

### *List of references*

In the section References, at the end of the paper, there must exist the alphabetic list of all references of work, according to the example of this document. Write all your references with alphabetic order, according to the family name of the first writer. Only the first letter of the first word of the title of every work will have to be written with capitals. You can use capital letters only in the first letter of the subtitle, in the first letter after a full stop and in the first names. (Ντρενογιάννη & Πριμεράκης, 2008).

The titles of books, journals, collective volumes or congress proceedings must be written in italics (Jonassen, 2000; Γραβάνη, 2008). You must not use underlined script or quotation marks in the titles of journals, books, collective volumes, or proceedings. The title of every journal must be written with capital the first letter of every word. To the contrary, for works that are published in books, collective volumes, proceedings, or the international web, use capital letters only in the first word of the title, or the subtitle, or the first word after a full stop and the first names (Mikropoulos & Natsis, 2011; BECTA, 2004; Panoutsopoulos et al., 2013).

### *Thanksgivings*

The present exemplar has been based on corresponding paradigms of congresses of ΕΤΠΕ

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