



**Guidelines for Editing of the Proceedings of the  
2<sup>nd</sup> International Conference:  
28-29 November 2017  
"Filoxenia" Conference Centre- Nicosia**

We would like to inform you that the symposiums, workshops and oral presentations of the Conference can be included in the online version of the Conference Proceedings.

If you wish for your symposium, workshop or oral presentation to be included in the Conference Proceedings, the full text must be submitted by the **20<sup>th</sup> of November 2017**. The full text will be reassessed and the results will be announced by the **20<sup>th</sup> of December 2017**.

In order for your contribution to be included in the Conference Proceedings, please follow the editing instructions below. The text must be sent in the following email address: [literacy\\_cyprus@cyearn.pi.ac.cy](mailto:literacy_cyprus@cyearn.pi.ac.cy)

Please note that only the symposium, workshops or oral presentations presented in the Conference can be include in the proceedings.

The text need to be edited based on the following instructions. Please have in mind that the texts will not be returned for further corrections and editing.

## 1. Guidelines for submission

The full texts can be submitted as attached documents via email (only Microsoft Word 2003 or Microsoft Word 2007 or Microsoft Word 2010 documents).

Title of email: Surname of first author\_Text for Proceedings\_Title (e.g., Johnson\_Text for Proceedings\_Literacy and Society)

Title of attached document: Last name of first author\_Title (e.g., Johnson\_Literacy and Society)

Email address: [literacy\\_cyprus@cyearn.pi.ac.cy](mailto:literacy_cyprus@cyearn.pi.ac.cy)

## 2. Guidelines for the full text format

The full text, excluding the references and tables, should not exceed 4000-5000 words. The Word document must be in A4 page size, in Arial font, single spacing and justified. Please do not insert page numbers or footnotes.

The first page of the document must include in the following order:

Title (Capital letters, Bold, Arial font size 14, center alignment).

Space.

Author(s) Name and Surname (Name first, then Surname), (Lower case letters, bold, Arial font size 12, center alignment).

Position/ Affiliation (Lower case letters and Italics, Arial font size 12, center alignment). Please avoid writing multiple positions and affiliations.

E-mail address (Lower case letters, Arial font size 12, center alignment)

Double space.

Abstract in Greek up to 150 λέξεις in one paragraph (Lower case letters, Arial font size 11, justified).

3-5 keywords

Double space.

Abstract in English up to 150 λέξεις in one paragraph (Lower case letters, Arial font size 11, justified).

3-5 keywords

Double space.

Main text (Lower case letters, Arial font size 12, justified). First line tab 1 cm. References should be included in the text (e.g., Moje, 2007: 39-42).

References.

Please follow APA style (Publication Manual of the American Psychological Association) (see. **References**).

The text for the Conference Proceedings must be created in Microsoft Word. Please do not submit the full text as PDF or other format as compatibility issues may occur.

A sample of full text can be found in the next page. (For your convenience, you can save the present document and use this format for the creation of the full text)

## **TITLE**

**First Author**  
*Position*  
Email Address

**Second Author**  
*Position*  
Email Address

**Third Author**  
*Position*  
Email Address

## **Abstract**

The abstract should not be longer than one paragraph and 150 words (Arial font, size 11, justified). The title "Abstract" should be center aligned, Arial font and size 11. The abstract should contain all the basic information basic of the oral presentation.

**Keywords:** 3-5 keywords

## **INTRODUCTION**

Short description of the theoretical background and the purpose.

### **Main Body**

The content of the paper, supported by the theoretical and scientific background, should be developed in detail in the body of the text, subdivided into individual sections. Each suggestion, depending on its type, should include:

- Research Study: purpose, methodology, results, conclusion, discussion
- Classroom practices: purpose, information for the activity, steps of the procedure, evaluation, results, and conclusion.
- Symposium: purpose, description, conclusion
- Workshop: purpose and description

### **Conclusion**

This section is a summary of the results and a recap of the contribution of the paper in the theoretical field of literacy and education and the practical implications in the formal and informal education. Furthermore, future research and ideas are mentioned.

## **References**

The references should be listed in the end using APA style (see section References).

## **Appendices**

The section Appendices (if any) follows the References.

## **Page formatting**

### **Page size**

Page must size A4 (21 x 29,7 cm).

### **Margins**

Upper margin: 3 cm

Bottom margin: 3 cm

Left and right margin: 3 cm

### **Footnotes**

Do not include any footnotes or endnotes. In the case that an explanation must be given, please include it in the main text.

### **Abbreviations and acronyms**

Abbreviations and acronyms should be defined in the text summary and, in any case, at the first time they are used in the body of the text.

### **Section headings**

It is recommended to use units and subunits. Do not number the headings of the sub-sections in alphabetical or numerical terms.

### **Format of a section title**

Use Arial font, size 12, in bold, without space before or after the paragraph. Align the title to the left.

### **Format of the title of the sub-unit**

Use Arial font, size 12, in bold and italics without space before or after the paragraph. Align the title to the left.

### **Paragraphs**

In paragraphs, use Arial, 12-point single-spaced font (tab 1cm). Do not use tabs in the first paragraph which follows the title of your text. Any spaces should not be used between paragraphs of the same unit. Please avoid using automatic numbering (list of numbers) or inserting bullets (lists of bullets).

### **Figures and tables**

Figures and tables should be placed after the point they are referred in the body of the text. Align any figure, chart or table in the center.

Enter a numbered table title and a brief description title: e.g., Table 1. Table title (use Arial font, 11-point, under the table –no spaces- centered alignment). For tables and figures avoid using phrases such as “the above table” or “the figure below”. Use phrases as Table 1 or Figure 2.

## **Guidelines for references**

### **Guidelines for the text**

Whenever you use a source in the body of the text, you need to indicate, in brackets, the author's name, the date of publication, and the pages (e.g., Moje, 2007: 37-38).

In case you use more than one sources of the same author, they have to be included in a chronological order, following the publication year of each work. The surname of the author must be written first, followed by the year of the publication in a chronological order (e.g., Papageorgiou, 2015; 2017). In case you use works that the author has published in the same year, enter an alphabetical number after the year of publication (e.g., George, 2009a, 2009b).

If a reference has up to up to two authors, both names, along with the date (Street & Lefstein, 2007) are listed in the body of the text.

In the case the authors of one source are more than three, then only the name of the first author, accompanied by et al. and then the date is given (Moje et al., 2018).

In the alphabetical list of references, the names of all authors are recorded.

For Web references, the year of publication or recent update should be recorded (Wikipedia, 2017; EPC, 2016). In the alphabetical list of references, please indicate the date of access, as well as the full web site address. Please also confirm that the link is active for each website you enter in the list of reports.

## **References**

Follow the example below for the “References” section at the end of the text. All references should be listed in alphabetical order based on author's surname of each source (first the foreign language sources and then the Greek ones).

Use italics for book titles, titles of academic journals, collective volumes or conference proceedings.

Follow the APA (American Psychological Association) Scientific Writing Guidelines, as in the following examples:

### **Book**

Stephens, J. (1994). *Language and Ideology in Children's Fiction*. London & New York: Longman.

**Chapter in a book:**

Rosenblatt, L. M. (1993). The literary transaction: Evocation and response. In K. E. Holland, R. A. Hungerford, & S. B. Ernst (Eds.), *Journeying: Children responding to literature* (pp. 6–23). Portsmouth, NH: Heinemann.

**Academic articles:**

Myers-Scotton, C. (1983). The negotiation of identities in conversation: A theory of markedness and code choice. *International Journal of Sociology of Language* 44, 115-136

**Web references:**

Sorin, N. (2005). Vers une didactique de l'écriture littéraire du récit de fiction au primaire, *Nouveaux cahiers de la recherche en éducation*, 8 (1), 65-7, (Available at: [http://ncre.educ.usherbrooke.ca/articles/v8n1/04\\_Sorin.pdf](http://ncre.educ.usherbrooke.ca/articles/v8n1/04_Sorin.pdf), retrieved in 12/6/2015)

Web references should be checked if their links are active before submitting the website. Please avoid long website links.