

# ACEC2010 AUTHOR GUIDELINES

Dear Colleagues,

Thank you for your interest in presenting at ACEC 2010 in Melbourne from April 7th to 9th, 2010. (Pre-conference sessions - 6th April). This document contains guidelines for the submission of papers for refereeing purpose, proposals for non-refereed papers, workshops, panels and posters. Please note that all papers and proposals must be submitted electronically at the conference web site: <http://www.acec2010.info/>

ACEC 2010 is being hosted by ICT in Education Victoria (ICTEV) on behalf of the Australian Council for Computers in Education (ACCE).

If you can share your story, you will complement other excellent contributions from across Australia and the world in a variety of formats included in the conference program. The Conference theme is

## DIGITAL DIVERSITY

The conference will examine the diverse ways that ICT can maximize each student's potential through their personal learning styles. It will investigate how ICT enables people with diverse skills and thinking strategies to become lifelong creative learners. We aim to include a broad range of contributions to make ACEC2010 in Melbourne a conference to remember.



## Submissions Due:

### Refereed Papers

Abstract – 30th April, 2009 (online form)  
Full Paper – 30th August, 2009  
PDF file created with ACEC2010\_AuthorTemplate

### All other sessions

Outline – 31<sup>st</sup> July, 2009  
Poster – 28<sup>th</sup> February, 2010

### Download Template

OpenOffice.org file format (.odt)  
[http://acec2010.info/files/ACEC2010\\_AuthorTemplate.odt](http://acec2010.info/files/ACEC2010_AuthorTemplate.odt)

MS Word file format (.doc)  
[http://acec2010.info/files/ACEC2010\\_AuthorTemplate.doc](http://acec2010.info/files/ACEC2010_AuthorTemplate.doc)

Free Software for generating PDFs can also be downloaded here:  
<http://www.pdfforge.org/products/pdfcreator/download>

## Contributing Papers

Selection of conference papers will be based on the full paper, rather than the abstract. You will be expected to contribute either a full paper or complete description of a workshop or symposia.

Papers/proposals will be submitted electronically directly onto the ACEC2010 Conference website. You will complete an interactive form online which will ask you for your contact details, and your proposal abstract. Your full paper must also be uploaded via the website in PDF format.



## Presentation Options

Authors are encouraged to address the Conference theme: “DiGITAL DiVERSITY”

The Conference is offering speakers a range of presentation types. Specific Guidelines for each Publication are described later in this document.

- Papers
  - 30 minute session – both refereed paper & non-refereed papers usually with a research focus.
  - **Refereed/Reviewed papers** can be articles relating to research, theoretical articles, and position or policy papers.
  - **Non Refereed/Reviewed papers** can be papers relating to practice or policy.
  - A maximum of 3500 words with a focus on Australian or International research, exploration of new ideas, articles of national interest, exploration of policy and so on.
  - A 400 word abstract is required by the **30<sup>th</sup> April 2009** with a full paper required by the **30<sup>th</sup> August 2009**. Presentation files should be loaded to the ACEC2010 Conference website prior to the session.
  - These papers will be electronically published as part of the conference proceedings.
- Presentations
  - 45 minute session.
  - Practical focus should be on the use of ICT in educational settings with time for demonstrations and discussion.
  - A 400 word outline is required and presentation files should be loaded to the ACEC2010 Conference website prior to the session.
- Workshops
  - 90 minute, interactive, hands-on session
  - These sessions are BYO laptop only. Delegates must BYO laptop in order to participate fully in the session. Wireless Internet will be available however delegates must be informed prior to the event if Internet access is required.
  - If specialized software is required delegates must be supplied with the software during the session or given the option to download the software prior to participating.
  - A 400 word outline is required and presentation files should be loaded to the ACEC2010 Conference website prior to the session
- Panels
  - 90 minute session symposium
  - These sessions should encourage delegates to debate controversial and hotly contested issues
  - A 400 word outline is required and presentation files should be loaded to the ACEC2010 Conference website prior to the session
- Speed Sharing (based on Pecha Kucha school of presentation)
  - 60 minute sessions, 8 presenters x 7 minutes
  - If you don't want to present a full paper or workshop but have something you can share in 7 minutes consider a Speed Sharing session. You will be allowed 20 images (PowerPoint) each will be shown for 20 seconds and automatically forwarded. This gives you 6 minutes 40 seconds of fame before the next presenter is up. This keeps presentations concise, interest level up, and gives more people the chance to share. We may ask you to repeat these sessions.
  - A 200 word outline is required and PowerPoint presentation files should be loaded to the ACEC2010 Conference website prior to the session
- Unconference
  - 60 minute session - An unconference session is a discussion centered around a theme or purpose. Similar to Birds of a Feather.



- Each room has a topic. One person is the host (but not the presenter). Encourages like minded people to share, discuss, question the topic.
- Examples of topics might be: Second Life, Blogging, Twitter, Moodle, Technical & technician issues, leadership, classroom implications, policy, and so on.
- If you would like to host an unconference session on a topic of your choice register your topic and willingness to host with the program committee.
- Poster
  - Displayed in Trade Show Area – Usually presentation of research in progress, teaching and learning, or technology application ideas in a poster format.
  - Posters are displayed for the entire conference and a time is set aside for the author/s to attend their poster for discussion and feedback.
  - A 200 word outline is required

## Key words

Presenters are expected to list 3 key words/phrases that apply to their session. Examples of key words might be: professional learning, early childhood, classroom practice, research, future trends and so on.

## Conference Audience

ACEC conferences attract a varied audience many of whom have multiple and broad interests in the ICT and Learning area and related fields. The ACEC conference is the national conference for members of Computer Education Groups throughout Australia and so has a teacher and teacher educator base. The conference will attract educators, commercial suppliers and researchers from Melbourne, Victoria, Australia and across the world.

The conference will attract the leaders in ICT and education and those keen to debate new ideas, learn from the success of others and set new agendas. For this audience, your paper will need to be thought provoking, discuss significant issues and be forward thinking.

The conference will attract teachers. For this audience, your contribution will need to be practical, support development of exemplary classroom practice and support activities around the use of ICT by students and their teachers.

## Guidelines for All Publications

All proposals must be submitted electronically via the ACEC2010 Conference website. Submissions to the conference should be on the ACEC2010Template appropriate for your session. If you begin your writing in this template you will not have formatting issues.

Download Template for refereed and non-refereed papers to be published in the acec2010 conference proceedings:

OpenOffice.org file format (.odt)

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## Document

The final paper submission should not exceed 3500 words in length (including references and appendices) and should contain no more than 20 references using Times New Roman font for text and Arial for headings with point sizes as specified below. The paper is to be submitted in single spacing as a PDF file, and uploaded to the conference website.

## Abstract

The abstract should summarise the scope and results of the paper in a concise and accurate manner without references to other works. It should be of a length of no more than 200 words, and should be in 10 pt italicized font with a 2.5cm left and right indent. The abstract will appeal to people to attend your session and download your paper from the web site.

## Length of papers

### Refereed Papers

Papers (title, abstract, main text) must not be more than 12 pages in length or 3500 words.

### Non-refereed Papers, Presentations, Workshops, Speed Sharing, Poster Sessions.

Maximum of 1500 words including an abstract of no more than 200 words.

### Panels

200 word (maximum) abstract, a 1500 word (maximum) description of the symposium topic and a 1500 word (maximum) positional statement and qualifications of each symposium member.

## Font

- Times New Roman 11 point, single space
- Please use single (straight) quotes, not double quotes.  
Double quotes may be used for quotations within quotations.

## Layout

- Margins are set at 2.5cm on top, bottom left and right
- All text is justified
- Paragraphs are to each have a line spacing of single lines
- Major headings should have a blank line spacing before the body of text
- Please avoid using lines of capitals, unless specified
- Do not indent
- Do not number sections
- Do not add page numbers
- Do not use borders/shading
- Do not embed URLs or any other data beside graphics
- In short, keep all formatting to the simplest form.

## Title

- Commence the article with the title of paper (in upper case letters) in Arial 14 pt bold.
- Space After = 18pt.

## Author(s)

- Font is Arial 10pt

## Affiliation(s)

- Font is Arial 10pt



- Space After =12pt.

## Headings

### Heading 1:

- Font is Arial 12 Bold
- Space before = 18pt, After = 12 pt

### Heading 2:

- Font is Arial 12
- Space before = 12 pt, After = 6 pt

### Heading 3:

- Font is Arial 11 Bold
- Space before = 12 pt, After = 6 pt

## Diagrams

- Use diagrams only where necessary
- All graphics files must be sent either as file types TIFF, JPEG, PNG, GIF or EPS. No other file type is acceptable. Please embed the graphics into the document.
- Any exhibits (tables, figures, illustrations, etc.) should be placed as close as possible to the first reference made to it.
- Exhibits should be numbered and identified by a brief description such as 'Figure 1: Descriptor'.

## Citations

- Citations should be in APA style
- This involves references to Smith (1979) or to a publication (Smith 1979)
- Multiple authors (ie. 3 or more) are referred to as Jones et al. (1982)
- Multiple publications by the same author within the same year are differentiated as Jones (1983a, 1983b)
- Where the author is unknown, or is an organisation, an appropriate surname or organisation name or acronym is used, e.g. (OECD 1985, BCS 1980).
- For more details on APA style see:  
[http://cms.jcu.edu.au/libcomp/az/JCUPRD\\_026181](http://cms.jcu.edu.au/libcomp/az/JCUPRD_026181)  
 or <http://www.lib.monash.edu/tutorials/citing/apa.html>

## References

- Sufficient descriptions should be given to enable the reader to locate all publications referred to in the text
- They should be arranged in alphabetical order by surname of first-named author, then date.
- Unpublished works or private communications are to be mentioned within the text, but omitted from the reference list
- References to electronic documents should include appropriate Universal Resource Locaters (URLs). Examples of the reference style to be used are given below:

Li, R. and Love, P.E.D. (1998). Design Concept as a Model for Modelling the Design Process and its Knowledge. *International Journal of Construction Information Technology* 6(2), p. 87-103.

Ezingear J-N, Irani, Z., and Race P. (1999). Assessing the Value and Cost Implications of Manufacturing Information and Data systems: An Empirical Study. *European Journal of Information Systems*, 7(4), p.252-260.



## **Author's Responsibilities & Copyright**

Authors are to ensure the accuracy of their papers. The conference organisers accept no responsibility for statements made by authors either in written papers or in presentations. Where relevant, each author must ensure that the content of their paper is cleared for publication, eg by their employer, their client, the funding organisation and/or the copyright owner of any material which is reproduced. Authors retain their copyright in the paper.

## **Specific Paper Guidelines**

Download the Template for refereed and non-refereed papers to be published in the acec2010 conference proceedings:

OpenOffice.org file format (.odt)

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MS Word file format (.doc)

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## **Refereed Papers**

Deadlines: abstracts due 30<sup>th</sup> April, 2009; full paper submission due 30<sup>th</sup> August, 2009

Papers (title, abstract, main text) must not be more than 12 pages in length or 3500 words. Abstracts are to be no more than 200 words.

Refereed papers present reports of a significant work or integrative reviews in research, development, applications and classroom practices related to the use of information and communication technologies in education and training, professional learning systems development or policy issues. Papers will be refereed upon submission of full papers. All submitted papers will be reviewed for relevance, quality and originality by two reviewers. Comments from referees will then be forwarded to the presenters for preparation of the final papers. The final papers will be published on the website and in the CD-ROM of conference proceedings. Some papers will be selected to appear in a conference edition of Australian Educational Computing, the national refereed journal of the Australian Council for Computers in Education. See Best Paper Awards below.

The initial submission is intended for blind refereeing. Therefore, the paper should adopt the format as above, except that all references to the author(s) and their affiliations need be removed from within the paper itself.

## **Credit for Refereed Papers**

An International Referee Board has been selected and refereed papers can contribute to local academic credit. Australian Academic contributors will receive full Australian Government Department of Education Science and Training (DEST) Points. Refereed proposals accepted for ACEC '08 Conference publication will:

- meet the definition of research in relation to creativity, originality, and increasing humanity's stock of knowledge
- be selected on the basis of a DEST compliant peer review process (independent, qualified expert review; double blind reviews conducted on the full articles, prior to publication)
- be published and presented at a conference having national and international significance as evidenced by registrations and participation
- be made available widely through the ACEC2010 Conference website.

Australian Computer Society (ACS - [www.acs.org.au](http://www.acs.org.au)) Practicing Computer Professional (PCP) points will also be granted to ACS members.



## Non-refereed Papers

The latest date for submission is the 30<sup>th</sup> April 2009

Non-refereed papers allow teacher practitioners to reflect and share their experiences with fellow educators but without having to go through the formal refereeing process. The presented paper should not exceed 1500 words including the abstract. Abstracts must not exceed 200 words and follow the same guidelines as for refereed papers. Papers in this category will be published in the non-refereed section of the conference proceedings.

Non-refereed papers must adhere to the publishing guidelines previously outlined.

Below is a suggested structure for a non-refereed paper:

- An abstract of no more than 200 words.
- An introduction which provides the background about the paper and the context in which it was written.
- A description and analysis of the experience, e.g., innovation, pedagogical approach, problems and issues encountered.
- A discussion and conclusion, which describes what has been learnt from such experiences and what the implications might be for future practice.

## Panels / Symposia

Deadlines: abstracts due 30<sup>th</sup> April, 2009; full details due 28<sup>th</sup> February 2010.

A symposium offers an opportunity for 3-5 people to present their views or works on a common theme, issue or question. Symposia should cover timely topics related to the use of information and communication technology in education and training. Symposium selection will be based on importance, originality, focus and timeliness of the topic, as well as the expertise of proposed members. Symposia must allocate at least 30% of the time for interaction and discussion with the audience. A summary of the symposium will be included in the conference proceedings.

Symposium proposals must include:

- A 200 word (maximum) abstract
- A description of the symposium topic, including the importance of the topic (no more than 1500 words)
- A brief positional statement and qualifications of each symposium member (no more than 1500 words).
- Please adhere to the above publishing guidelines.

## Workshops

Deadlines: abstracts due 30<sup>th</sup> April, 2009; full details due 28<sup>th</sup> February 2010.

Workshops are intended to enhance the skills and broaden the perspectives of their attendees. They should be designed to introduce a rigorous framework for learning a new area or provide advanced technical training in an area. Submissions will be based on the instructors' qualifications and experience in conducting the workshops and their contribution to the overall conference program. Workshops must be practical in nature with attendees involved in hands-on work with hardware/software provided.

Workshop proposals must include:

- A 200 word (maximum) abstract
- A clear description of the objectives
- The intended audience (experience level and pre-requisites)
- The proposed duration of the workshop
- An outline (maximum of 1500 words) of the content of the workshop
- A summary of the instructor's qualifications and experience
- A clear statement about whether the workshop is "hands-on" and requires access to the laboratories.



- There is a Mac and a PC lab available. Please clearly state what you require.
- A clear statement about the software you will require and if you will be supplying specialist software that will need to be installed on machines.
  - A statement about the expectation you have for Internet use (e.g. video streaming, chat rooms etc).

## **Posters**

Deadline: full details due 28<sup>th</sup> February 2010.

Poster sessions enable the presenters to demonstrate and discuss their latest results and development in progress in order to gain feedback and to establish contact with similar projects or to showcase outstanding work in schools in the area of ICT. Poster sessions do not involve a formal presentation and will not be included in the proceedings of the conference.

Poster proposals must include:

- A poster proposal (not exceeding 1500 words) including an abstract of no more than 200 words formatted as described for other proposals above. The proposal should provide a description of the planned poster and should emphasise either the problem, what was done, and why the work is important or how the school is using ICT in a distinct and innovative way.

Presenters will use a display or poster to attract people to come and discuss ideas. Each presenter will have a display board with dimensions 1.5 – 2 metres to use. The presenter will be available for questions and discussions at a specified time during the conference.

## **Best Paper Awards**

For each stream of the conference a ‘Best Paper’ will be awarded provided the paper is of sufficient quality as judged by the refereeing panel. The papers judged worthy of a ‘Best Paper’ award for each strand will be acknowledged in the conference program and will be published in a post conference issue of Australian Educational Computing – the journal of the Australian Council for Computers in Education.

