WCBL Paper Submission Template

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| **First Author Name**  Affiliation  State, Country  *e-mail address* | **Second Author Name**  Affiliation  State, Country  *e-mail address* |

# ABSTRACT

In this template we describe the formatting requirements for the WCBL Conference Short and Long Paper submissions. Please review this document carefully. It includes information about format of references, formatting of table captions, and other general layout requirements.

## Author Keywords

Add your own keywords here (3-6 keywords)

# INTRODUCTION

This format is to be used for submissions to the WCBL Conference. We wish to give the conference a consistent, high-quality appearance. We therefore ask that authors follow some simple guidelines.

You should format your paper exactly like this document. The easiest way to do this is simply to download a template from the conference web site, and replace the content with your own material. The template file contains specially formatted styles (e.g., Normal, Heading 1, Bullet, Table Text, References, Title, Author, Affiliation) that will reduce your work in formatting your submission.

# PAGE SIZE

On each page your material (excluding the page number) should fit within a rectangle of 18 x 23.5 cm (7 x 9.25 in.), centred on an A4 page, beginning 1.9 cm (0.75 in.) from the top of the page. Right margins should be justified, not ragged.

# docUment format

Prepare your submissions in a word processor. Your file must be submitted in PDF format.

## Title and Authors

The title, authors, and affiliations in your paper heading should run across the full width of the page in a single column 17.8 cm (7 in.) wide. The title should be in Helvetica 18-point bold; use Arial if Helvetica is not available. Authors’ names should be in Times Roman 12-point bold, and affiliations in Times Roman 12-point (note that Author and Affiliation are defined Styles in this template file).

To position names and addresses, use a single-row table with invisible borders, as in this document. Alternatively, if only one address is needed, use a centered tab stop to center all name and address text on the page; for two addresses, use two centered tab stops, and so on. For more than three authors, you may have to place some address information in a footnote, or in a named section at the end of your paper. Please use full international addresses.

## Abstract and Keywords

Every submission should begin with an abstract of about 250 words, followed by a set of keywords. The abstract should be a concise statement of the problem, approach and conclusions of the work described. It should clearly state the contribution that the paper makes to the field of blended learning.

## Normal or Body Text

Please use a 10-point Times Roman font or, if this is unavailable, another proportional font with serifs, as close as possible in appearance to Times Roman 10-point. Use sans-serif (e.g., Arial or Helvetica) fonts only for special purposes, such as headings or source code text. Long papers are between 3,500 and 5,000 words in length (excluding references). Short papers are between 2,000 and 3,000 words in length (excluding references).

## References and Citations

References and citations need to follow the APA style provided by the APA *Publication Manual of the American Psychological Association (7th ed.)[[1]](#footnote-0).* References should refer to a list at the end of the article, ordered alphabetically by first author’s last name, and referenced in the text by last names and year (i.e., Anderson, 1992; Zellweger et al., 2001). For citations and references to specific sections of a paper, include the page numbers if available. Example references are provided at the end of this document using the References style.

You should only make reference to published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you provide the address for obtaining the report within your reference) and may be obtained by any reader for a nominal fee. Proprietary information may not be cited. Private communications should be acknowledged in the main text, not referenced, for example “(Robertson, personal communication)”.

# SECTIONS

The heading of a section should be in Helvetica 9-point bold, all in capitals (Heading 1 Style). Use Arial if Helvetica is not available. Sections should not be numbered.

## Subsections

Headings of subsections should be in Helvetica 9-point bold with initial letters capitalized (Heading 2). (Note: For sub-sections and sub-subsections, a word like *the* or *of* is not capitalized unless it is the first word of the heading.)

### Sub-subsections

Headings for sub-subsections should be in Helvetica 9-point italic with initial letters capitalized (Heading 3).

# FIGURES/CAPTIONS

Place figures and tables where appropriate in relation to the text. Figures and tables should be centred.

Captions should be following the guidelines provided by the APA Style manual (7th edition) for example here: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/apa_tables_and_figures.html> .

## Inserting Images

Occasionally MS Word generates larger-than-necessary files when images inserted into the document are manipulated in MS Word. To minimize this problem, use an image editing tool to resize the image at the appropriate printing resolution (usually 300 dpi), and then insert the image into Word using Insert | Picture | From File...

# LANGUAGE, STYLE AND CONTENT

The written language of WCBL is English. However, spelling and punctuation may use any dialect of English (e.g., Australian, British, Canadian, US, etc.) provided this is done consistently. Hyphenation is optional. To ensure suitability for an international audience, please pay attention to the following:

* Write in a straightforward style.
* Try to avoid long or complex sentence structures.
* Briefly define or explain all technical terms that may be unfamiliar to readers.
* Explain all acronyms the first time they are used in your text – e.g., “Multimedia Messaging Service (MMS)”.
* Explain local references (e.g., not everyone knows all city names in a particular country).
* Explain “insider” comments. Ensure that your whole audience understands any reference whose meaning you do not describe (e.g., do not assume that everyone has used a Macintosh or a particular application).
* Explain colloquial language and puns. For example, understanding phrases like “Fair dinkum” may require a local knowledge of Australian. Humor and irony may be difficult to translate.
* Use unambiguous forms for culturally localized concepts, such as times, dates, currencies and numbers (e.g., “1-5- 97” or “5/1/97” may mean 5 January or 1 May, and “seven o’clock” may mean 7:00 am or 19:00). For currencies, indicate equivalences – e.g., “Participants were paid 10,000 lire, or roughly $5.”
* Be careful with the use of gender-specific pronouns (*he*, *she*) and other gendered words (*chairwoman*, *womanpower*, *woman-months*). Use inclusive language that is gender-neutral (e.g., *she* *or* *he*, *they*, *s/he*, *chair*, *staff*, *staff-hours*, *person-years*).
* If possible, use the full (extended) alphabetic character set for names of persons, institutions, and places (e.g., Grønbæk, Lafreniére, Sánchez, Universität, Weißenbach, Züllighoven, Malmø, Århus, etc.). These characters are already included in most versions of Times, Helvetica, and Arial fonts.

# Page Numbering, Headers and Footers

Please submit your anonymous version for reviewing with page numbers centred in the footer.

# Conclusions

It is important that you write for the WCBL audience. It is particularly important that you state clearly what you have done, not merely what you plan to do, and explain how your work is different from previously published work, i.e., what is the unique contribution that your work makes to the field? Please consider what the reader will learn from your submission, and how they will find your work useful. If you write with these questions in mind, your work is more likely to be successful, both in being accepted into the Conference, and in influencing the work of our field.

# ACKNOWLEDGMENTS

This template document is based on the WCBL 2021 template.

# REFERENCES

Armstrong, D. (2019). Malory and character. In M. G. Leitch & C. J. Rushton (Eds.), *A new companion to Malory*(pp. 144-163). D. S. Brewer.

Baniya, S., & Weech, S. (2019). Data and experience design: Negotiating community-oriented digital research with service-learning. *Purdue Journal of Service-Learning and International Engagement, 6*(1), 11–16. <https://doi.org/10.5703/1288284316979>

Drollinger, T., Comer, L. B., & Warrington, P. T. (2006). Development and validation of the active empathetic listening scale. *Psychology & Marketing, 23*(2), 161-180. <https://doi.org/10.1002/mar.20105>

1. See the APA guidelines here: <https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html> [↑](#footnote-ref-0)