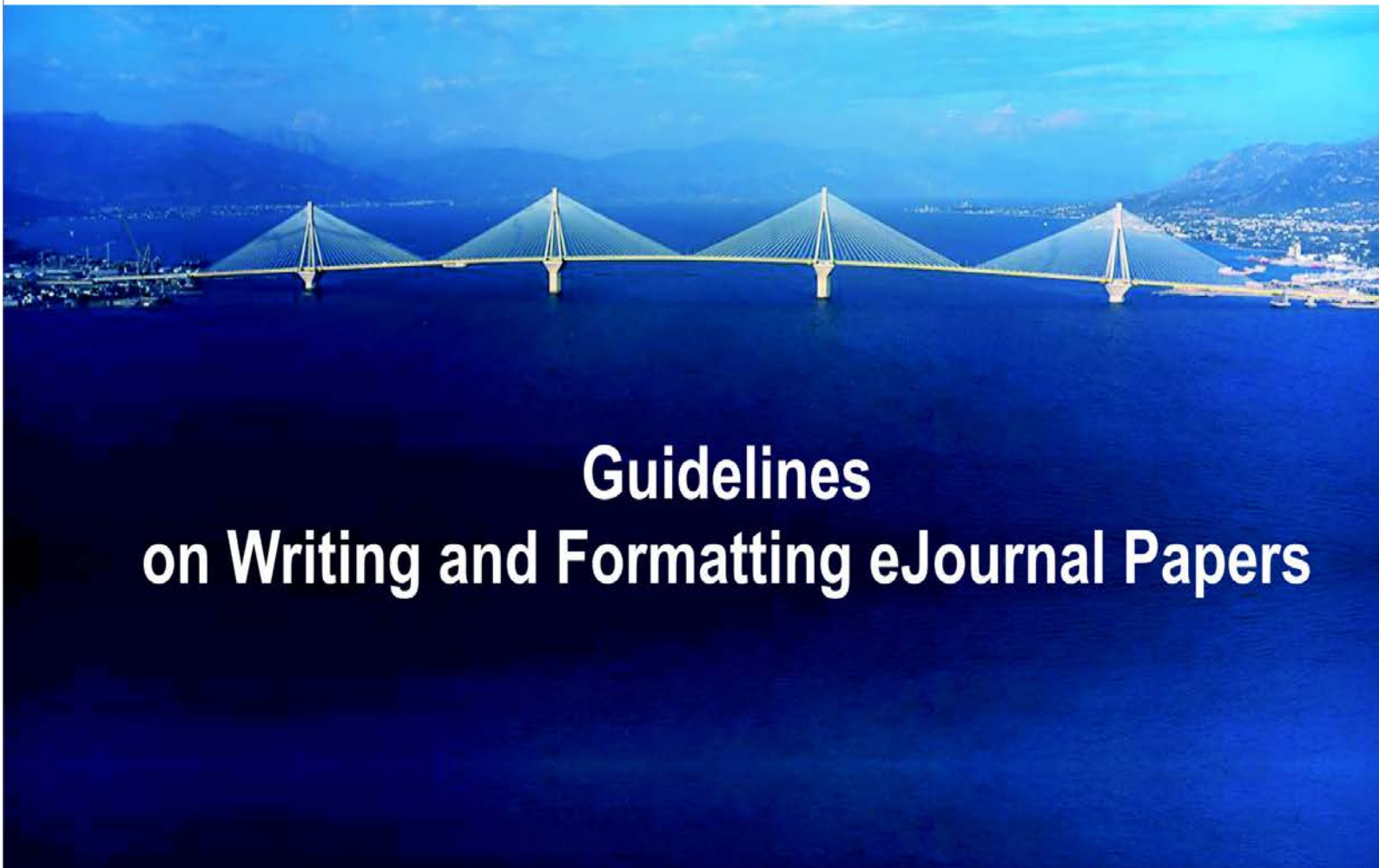


International eJournal

Theory and Research in the Sciences of Education



**Guidelines
on Writing and Formatting eJournal Papers**

Guidelines on Writing and Formatting eJournal Papers

Contents

1. Text elements	5
2. Configuration and page layout	5
2.1. Text size	5
2.2. Page formatting	5
2.3. Text formatting	5
2.4. Titles and headings	5
2.5. Text structure	5
2.6. Numbering of chapters, tables, graphs, images, etc.	5
3. Indicative structures of literature and research papers	6
3.1. Indicative structure of a literature paper	6
3.1.1. Indicative contents of a literature paper with specific topics	6
3.2. Ενδεικτική δομή ερευνητικής εργασίας	6
3.2.1. Indicative contents of a research paper with specific topics	7
3. Bibliographic references	8
3.1. Types of bibliographic references	8
3.2. Bibliographical references format	8
3.2.1. References in autonomous books	8
3.2.2. References in autonomous translated books	8
3.2.3. References to journal articles	8
3.2.4. References in collective volumes chapters	8
3.2.5. References in conference proceedings	9
3.2.6. References in webpages	9
3.2.7. Reference to an entire bibliographic source	9
3.3. How to insert footnote references	9
3.3.1. Word 2003	9
3.3.2. Word 2007 or 2010	9

1. Text elements

- The **title** of the paper has to be entered in the first line of the first page of the text
- The **information of the author** (name, title, email) have to be listed on the first page under the title of the paper.
- The title of the paper, the headings and the author's name have to be written in lowercase.
- Τα **βιογραφικά στοιχεία του συγγραφέα** ενσωματώνονται στο αρχείο μετά τη βιβλιογραφία
- The writer's resume has to be incorporated in the file after the literature

2. Configuration and page layout

2.1. Text size

- **Main text:** 4.500-5.500 words
- **Summary in authoring language:** 100-130 words
- **Author resume:** 45-60 words

2.2. Page formatting

- The paper has to be typed in **MICROSOFT WORD**.
- **Page size:** A4
- **Orientation:** κάθετος
- **Margins:** normal (2,54 cm. left, 2,54 cm. right, 3,18 cm. top, 3,18 cm. down).

2.3. Text formatting

- **Font:** Times New Roman 10 pt
- **Spacing** single
- **Distance before and after line:** 0
- **Indentation:** first line (1,27 cm).
- **Alignment:** justified

2.4. Titles and headings

- **Font format:** bold
- **Before and after each title or heading** there has to be 1 empty line.
- **Tables and graphs titles:** they precede the table or graph, are justified and there is an empty line before and after the title.

2.5. Text structure

1. The paper has to be divided into chapters and subchapters.
2. The paper has to be documented with **references**.
3. There has to be a **complete bibliography listing** at the end of the paper, divided into: Greek language, foreign language and websites.

2.6. Numbering of chapters, tables, graphs, images, etc.

- Please check for the correct numbering of chapters and sub-chapters.
- The numbering of tables must be consecutive.
- The numbering of graphs must be consecutive.
- The numbering of images must be consecutive.
- Lists should be denoted with bulltes and not letters.
- Please do not abbreviate words
- Tables and graphs should be within the limits of the page.

3. Indicative structures of literature and research papers

3.1. Indicative structure of a literature paper

1. **Introduction** (regarding the work and the work plan)
2. **Clarification of terms** (eg definitions, concepts etc.)
3. **Existing theories and correlation with the topic** (eg description of bilingual education)
4. **Review of what has been presented** (eg criticism of theories, views, etc.)
5. **Conclusions and recommendations**
6. **Literature** (Greek language, foreign language, websites, etc.)

3.1.1. Indicative contents of a literature paper with specific topics

<p>Interculturalism and empathy in education</p> <p><i>Author name and surname</i></p> <p>1. Introduction</p> <p>2. Clarification of terms</p> <ul style="list-style-type: none">2.1. Culture2.2. Interculturalism2.3. Communication2.4. Intercultural communication2.5. ... etc <p>3. Interculturalism in Education</p> <ul style="list-style-type: none">3.1. Causes of emergence of Interculturalism3.2. Evolution of Interculturalism3.3. ... etc <p>4. Empathy in Education</p> <ul style="list-style-type: none">4.1. The role of empathy in education4.2. The role of empathy in classes with culturally different students4.3. ... etc <p>5. Conclusions - Recommendations</p> <p>Literature</p> <ul style="list-style-type: none">Greek languageForeign languageWebsites <p>Author biographical information</p>
--

3.2. Ενδεικτική δομή ερευνητικής εργασίας

1. **Conclusions and recommendations**
2. **Literature** (Greek language, foreign language, websites, etc.)
 1. **Introduction** (regarding the work and the work plan)
 2. **Theory**
 - 2.1. **Clarification of terms** (eg definitions, concepts etc.)
 - 2.2. **Existing theories and correlation with the topic** (eg description of bilingual education)
 - 2.3. **Review of what has been presented** (eg criticism of theories, views, etc.)
 - 2.4. **Relevant preceding research**
 - 2.5. Aim of the research
 - 2.6. Research hypotheses
 - 2.6.1. General research hypothesis

- 2.6.2. Individual research hypotheses
- 3. **Research methodology**
 - 3.1. Participants
 - 3.2. Research tools (questionnaire, interview etc.)
 - 3.3. Method of analysis of the research data
- 4. **Presentation of the research findings**
 - 4.1. ...
 - 4.2. ...
 - 4.3. ...
 - κ.λπ.
- 5. **Conclusions and recommendations**
- 6. **Literature** (Greek language, foreign language, websites, etc.)

3.2.1. Indicative contents of a research paper with specific topics

Subjectification and subjectivity of religiousness in sixth grade culturally different students

Author name and surname

1. Introduction

2. Theory

- 2.1. Clarification of terms
 - 2.2.1. *Subjectivity*
 - 2.2.2. *Subjectification*
 - 2.2.3. *Diversity*
 - 2.2.4. κ.λπ.
- 2.2. Theories on subjectivity and subjectification
- 2.3. Culturally different groups and religiousness subjectivity
- 2.4. Relevant preceding research
- 2.5. Aim of the research
- 2.6. Research hypotheses
 - 2.6.1. *General research hypothesis*
 - 2.6.2. *Individual research hypotheses*

3. Research methodology

- 3.1. Participants
- 3.2. Research tools (questionnaire, interview etc.)
- 3.3. Method of analysis of the research data

4. Presentation of the research findings

- 4.1. Faith in God according to sex
- 4.2. Degree of religious faith according to sex and religion
- 4.3. ...etc

5. Conclusions and recommendations

6. Limitations of the research

Literature

- Greek language
- Foreign language
- Websites

Author biographical information

3. Bibliographic references

3. **Bibliographic references** should be inserted in the form of footnotes at the end of each page.
4. When an author is repeated as a bibliographic reference, the reference is repeated in the whole.

3.1. Types of bibliographic references

Κάθε εργασία ουσιαστικά απαρτίζεται από τριών ειδών κείμενα:

Each paper basically consists of three types of texts:

1. **Quote:** Texts copied exactly from a book, an article or other scientific papers. These texts appear in the paper in **quotation marks**, with a reference at the bottom of the page. The reference number is inserted **outside the quotation marks and before the punctuation mark**.
2. **Citation:** These texts are essentially the meaning of a paragraph, a page, an article or a book. They appear in the paper without quotes, with a reference at the end of the paragraph. The reference is inserted at the bottom of the page. The number of each reference is entered **at the end of the paragraph that is referred before the punctuation mark**.
3. **Personal judgment:** The personal presence of the author, his/her beliefs, comparisons, personal views or opinions on the subject, etc.

3.2. Bibliographical references format

3.2.1. References in autonomous books

Georgogiannis, P. (1999), *Topics in Intercultural Education*. Athens: Gutenberg, p. 110.

{Author surname}, {Name Initial}, {(publication year)}, {Book title}. {Publication location}: {Publishing house}, {page number/numbers}.

3.2.2. References in autonomous translated books

Bernstein, B. (1989), *Pedagogical codes and social control*, (trans.) I. Solomon. Athens: Alexandria, p.p. 150-151.

{Author surname}, {Name Initial}, {(publication year)}, {Book title}. {(trans.) translator name}. {Publication location}: {Publishing house}, {page number/numbers}.

3.2.3. References to journal articles

Mitsis, N. (2002), The skill of speech in terms of the communicative approach of Greek as a second or foreign language. *Intercultural Education - Greek as a Second or Foreign Language*, vol. 2, p.p. 4-10.

{Author surname}, {Name Initial}, {(publication year)}, {Article title}. {Journal title}, {vol./issue number}, {page number/numbers}.

3.2.4. References in collective volumes chapters

Markou, G. (1997), School and social (re) integration of repatriated pupils: the perspective of parents. In: E. Skourtou (επιμ.), *Issues of Bilingualism and Education*. Athens: Nisos, p.p. 103-137.

{Author surname}, {Name Initial}., {(publication year)}, {Chapter title}. In: {Editor's Name initial}. {Editor's surname} (ed.) {*Book title*}, {Publication location}: {Publishing house}, {page number/numbers}.

3.2.5. References in conference proceedings

Galanis, G. & Prentouli, D. (2002), Albanian-speaking teachers in Greek classes. A challenge or a necessity for Greek society?;. In: P. Georgogiannis (ed.) (2002), *Intercultural Education - Greek as a Second or Foreign Language*, vol. II, Proceedings of the 4th International Conference (Patra June 28-July 1, 2001). Patras, p.p. 44-62.

{Author surname}, {Name Initial}., {(publication year)}, {Paper title}. In: {Editor's Name initial}. {Editor's surname} (ed.) {(publication year)}, {*Book title*}, {Conference details}, {Publication location}: {Publishing house}, {page number/numbers}.

3.2.6. References in webpages

Cornes, A., *Intercultural Empathy*. In: <http://www.global-excellence.com/getfile.php?q=40> (accessed on 5/1/2009)

{Author Surname}, {Name Initial}., {*Article Title*}. In: (full website address) (date in which the article was accessed)}

4.2.7. Reference to an entire bibliographic source

If the author wants to refer to the whole of a bibliographic source (book, article, paper, etc.), the reference is introduced in accordance with the above instructions, but without the page number.

3.3. How to insert footnote references

3.3.1. Word 2003

To insert a footnote reference at the point desired, follow these steps::

1. Click on **«Insert»**.
2. Click on **«Reference»**.
3. Click on **«Footnote»**.
4. On the tab that appears click **«Insert»**.
5. The program will insert the footnote number at the point you selected and will take you to the bottom of the page where you will type your reference.

3.3.2. Word 2007 or 2010

To insert a footnote reference at the point desired, follow these steps::

1. Click on ribbon **«References»**
2. Click on **«Insert Footnote»**.
3. The program will insert the footnote number at the point you selected and will take you to the bottom of the page where you will type your reference.