# ICTMT 17 ACADEMIC PAPER (FOR PEER ReviEw) TEMPLATE: type your title here (the style is called heading 1)

Type the name(s) of the author here and underline the Presenting Author

*Type the author(s) institution(s) here; type the email(s)*

**Please read this first and then delete it. The page limit for an ACADEMIC PAPER submission is 8 PAGES**. You are advised to make *two* copies of this electronic template file. Keep the first copy as a backup (and for reference). Use the second as the template for your ICTMT paper by deleteing all the text before you begin writing, and use the styles provided to format it, following the guidance below. If you are not familiar with using styles, you may prefer to type directly into the formatted sections above and below (which will incorporate the relevant styles) and then delete the guidance afterwards. Several styles are provided (details are given below). *Do not add or import any additional styles to the document you submit.* This can happen inadvertently if you copy and paste from another file.

Type your abstract here. The abstract is mandatory, and its length is up to 10 lines. This is the style for abstracts, which is Normal, italic.

Keywords: Type 3 to 5 keywords, separated by commas

## the main SECTION HEADING STYLE is called HEADING 2

This is the style **Normal**. The style automatically provides a 6pt space after paragraphs, which means you do not need double returns between paragraphs.

### This style is Heading 3 if you need it.

We hope that the three Heading Styles will suffice to structure your paper. Please avoid numbering sections (as opposed to lists and footnotes) 1, 1.2, etc.

Indented quotations like this (more than two lines) are in the style **Quote**. Preferably centre figures and tables and insert a caption immediately below.

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Table 1. Titles of tables, figures, diagrams are in the style FigTitle (centred)

For transcripts, use the style **Transcript** as follows:

Student: Yes, OK.

Tutor: And the first thing to note is that it is a particularly easy one because four squared is sixteen, which is minus one modulo 17.

If the lines of the transcript need to be numbered, use the style **Numbered Transcript** as follows.

177 Interviewer: How did you do that?

178 Pupil: First, I added the nine to 62 to get 71, then I added the 40, so I got 111 altogether. I think that is what I did.

But if you make no reference to the line numbers, the style Transcript is preferred.

Endnotes should preferably be indicated in the text as [1], [2], etc. and placed at the end, but before the references.

## Notes

1. This is endnote 1, in the style **Endnote**.

2. This is endnote 2, in the style Endnote.

## REFERENCES

The reference list must be in the style **References**. Please make sure you have omitted nothing, e.g. publisher, page numbers and DOI (where appropriate). References must be in the APA style (7th edition, 2020). <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

EndNote users can download APA 7th as an output style. <https://apastyle.apa.org/style-grammar-guidelines/references/examples>

Mendeley users can copy and paste formatted citations in APA 7th if their desktop version is up to date.

## Style Summary

If you are interested in the technical details - you do not need to read or know any of this.

The frame size is set at 170mm by 247mm, with 23mm at the top and 27mm at the bottom, 20mm left and right.

The ten styles in use (all use Calibri font) are:

# HEADING 1: 14pt caps bold (centred).

Normal: 12pt Calibri justified, line spacing at least 14pt, with 6pt after paragraphs. Other styles are based on Normal.

## HEADING 2: 12 pt caps bold.

### Heading 3: 12 pt bold.

Quote: 12 pt with left indent 0.5cm.

FigTitle. 11pt bold, centred, with 6 pt spacing above.

Transcript: 12 pt, left indent 0.5cm, hanging indent 2.5 cm (beyond the indent)

144 Numbered: 12 pt, left indent 0.5cm, hanging indent 3.5 cm (beyond the indent), Tab at 1.5cm

Endnote: 10 pt.

References: 12 pt with hanging indent 0.5cm.