ACEC 2004

AUTHORS KIT
Dear Colleagues,

Thank you for your interest in presenting at ACEC 2004. This document contains the guidelines for the submission of papers for refereeing purpose, proposals for non-refereed papers, workshops, symposia and posters.

Please note that all papers and proposals should be submitted electronically at the conference web site:

http://www.acec2004.info/

Selection of conference papers will be based on the full paper, rather than the abstract.

Papers/proposals should be submitted electronically as Microsoft Word documents, graphics, if any, should be placed within the document itself.

Thank you again for interest in presenting at ACEC 2004 and we look forward to your submission and your continued support for the conference.

Dr Wing Au, on behalf of
ACEC 2004 Papers/Refereeing Sub-Committee.
Refereed papers (submission due date: 20th February, 2004)

Refereed papers present reports of a significant work or integrative reviews in research, development, applications, and classroom practices related to the use of information technology in education and training. Papers will be refereed upon submission of full papers. All submitted papers will be refereed for relevance, quality and originality. Comments from referees will then be forwarded to the presenters for preparation of the final papers. The final papers will be published in the conference proceedings.

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

Submission to the conference should adhere to the following formatting guidelines:

Document
The final paper submission should not exceed 3000 words in length (excluding references) and should contain no more than 20 references using either Times or Times New Roman font with point sizes as specified below.

Page format
Paper size should be A4
Margins - 2.5cm all round
Spacing – single line
Single column

Title of paper
18 pt, bold, flush

Author(s)
Under the title, author and affiliation in bold 10 pt
E-mail: italicised, 10 pt

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 italicised font with a 2.5cm left and right indent.

Headings
12 pt, bold, flush
Non-refereed papers The latest date for submission is the 30th of April, 2004.

Early bird submission – those who submit their non-refereed papers on or before the 20th of February, 2004 will be notified of acceptance by 31st of March, 2004.

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 be between 1000 to 2000 words. Papers in this category will be published in the non-refereed section of the conference proceeding. The presented paper should adopt the following format:

Title of paper
18 pt, bold, flush

Author(s)
Under the title, author and affiliation in bold 10 pt
E-mail: italicised, 10 pt

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 italicised font with a 2.5cm left and right indent.

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

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 describe what, has been learnt from such experiences and what are the implications for future practices?

**Panels/Symposia (submission due date: 20\textsuperscript{th} February, 2004)**

A symposium offers an opportunity for 3-5 people to present their views or works on a common theme, issue, or question. Symposiums 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. Symposiums 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 abstract
- A description of the symposium topic, including the importance of the topic (2-3 pages)
- A brief positional statement and qualifications of each symposium member (2-3 pages).

**Workshops (submission due date: 20\textsuperscript{th} February, 2004)**

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 programme. Workshops must be practical in nature with attendees involved in hands-on work with hardware/software provided.

Workshop proposals must include:
- A clear description of the objectives
- The intended audience (experience level and pre-requisites)
- The proposed duration of the workshop
- A 200-word abstract
- A two to three page outline of the content of the workshop
- A summary of the instructor's qualifications and experience
**Posters (submission due date: 30\textsuperscript{th} April, 2004)**

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 2-3 page written 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.

Posters will be displayed during the conference on boards with dimensions 1.5 – 2 metres. The presenter must be available for questions at a specified time during the conference.