

# Criteria for submitting presentations for the official Conference Proceedings

## Format of presentations:

- Normal Papers
- Focus-sessions
- Posters
- Workshops

## *Deadlines for submission*

**March 16th- April 19th** is the period for authors to submit their papers for inclusion in the conference proceedings. Presenters need to follow the criteria and meet submission deadlines in order for their paper to be included in the official Conference Proceedings. All submissions will undergo a formal review process.

After April 19, the Scientific Committee will review the submitted papers and respond to the authors. Presenters then will then have 2 weeks to make final changes and submit a final version of their contribution.

Please visit the Conftool with your personal access code to upload your paper, link: <http://www.conftool.net/iaie2009>

## *Criteria for writing the presentation*

File type: MsWord 97-2003 (.doc) or earlier versions  
Size of letters: 12 Normal  
Type of font: Times New Roman  
space: single spaced please  
Please do not submit docx. files

The file name must be entitled with the presenter's name in Latin and the presentation's code (e.g. Iordanopoulos450.doc.) All contributions will be published on a CD-ROM, in the form of a digital book with an ISBN number. The CD-ROM will be ready for distribution by the beginning of the conference.

## **Writing criteria for all types of presentations**

*The criteria are based on the International Education Journal's criteria of submission (Taylors and Francis, Routledge, <http://www.tandf.co.uk/journals>)*

- Main articles should be between **3,000 and 6,000 words** including abstracts, tables and referencing.
- An abstract of no more than 200 words, preferably in two languages, English and the author's own language, should be provided at the beginning of the article.
- Each paper should have between one and six keywords.

- The title page should include the title of the paper, all the authors' full names, affiliations, postal addresses, telephone and fax numbers and email addresses. One author should be identified as the *Corresponding Author*.
- A short paragraph (up to 5 lines) with biographical details for all contributors is required at the end of each paper.
- Non-discriminatory language is mandatory for all manuscripts.
- Authors are responsible for the quality of the English in their texts. The conference organizers reserve the right to reject a paper for publication if the quality of the English does not meet scientific publication standards.

### **Focus-sessions/mini-symposia**

For each symposium you will need to submit: a summary of the symposium up to two (2) pages long, as well as the full papers of the symposium. The writing criteria are the same as above.

### **Posters**

The writing criteria are the same as above with 3 pages for each poster but up to 3 pages (maximum, as a short paper contribution).

### **Workshops**

Those who organize workshops can submit a 4-page workshop description, which will be included in a special chapter of the conference volume. The writing criteria are the same as above.