### Guidelines for Full Papers To be Published in the Conference Proceedings

The full paper should be 10–12 pages long and prepared in Microsoft Word format. The author(s) should provide a title, the name(s) of the author(s), author affiliation(s), address(es), and keywords (at least three and no more than six). You may make use of the [sample of a completed paper](https://ihlsociety.org/ICTE2024/ICTE2024_Sample_Paper.docx). Detailed guidelines are as follows:

Font type

1. The whole text should be in Times.

Margins

1. The paper should be in A4 format (21 x 29.7 cm). Left and right margins should be 4.4 cm each. Top and bottom margins should be 5.2 cm each.

Title

1. The title of the paper should be 14-point, in capital and lower case letters, and centered. If the paper is prepared in Chinese, an English title should be prepared in this format and should appear below the Chinese title with one (10-point) blank line after the Chinese title.

Author information

1. Use 10-point for the author name(s), 9-point for affiliation(s) and mailing address(es), and 8-point for email address(es).
2. There should be a 10-point blank line between the author name(s) and the affiliation.
3. The Western naming convention, with given names preceding surnames, should be used. Chinese authors should write their given names in front of their surnames.
4. The author information should appear below the title, with one (10-point) blank line after the title.

Abstract

*\* Note that the format of this full-paper abstract is different from that for the submission of abstracts for review.*

1. The abstract submitted with the full paper should be at least 70 and at most 150 words and should appear at the beginning of the paper. It should be 9-point and inset 1.0 cm from the right and left margins. There should be two blank (10-point) lines before the abstract and one (10-point) line after it.
2. If the paper is prepared in Chinese, an abstract in English should be placed immediately after the Chinese abstract with one blank (10-point) lines before the English one.

Keywords

1. Include at least three and no more than six keywords.
2. 9-point and inset 1.0 cm from the right and left margins. The keywords should appear below the abstract, with two blank (10-point) line before the main text.

Main text

1. The main text throughout the paper should be 10-point Times, single space, and justified. Italic type may be used to emphasize words in running text. Bold type and underlining should be avoided.
2. One (10-point) blank line should appear between headings/subheadings and the text before/after it, and between a table/figure and the text before/after it.
3. Abbreviations should comply with the standard use. They should be given in full format at the first place they are used.
4. Headings should be in capital and lower case letters (i.e., nouns, verbs, and all other words except articles, prepositions, and conjunctions should be set with an initial capital) and should, with the exception of the paper title, be aligned left. Words joined by a hyphen are subject to a special rule. If the first word can stand alone, the second word should be capitalized. The font sizes are given in Table 1.

Originality

1. All full papers submitted for publication in the proceedings must be original, and have not been published anywhere before. The author will indemnify the Conference and the publisher of the proceedings against any damages and or expenses which may be incurred as a direct or indirect consequence of the publication of his or her paper in respect of any claim including but not limited to infringement of copyright.

Table 1 Font sizes of headings

|  |  |  |
| --- | --- | --- |
| Heading level | Example | Font size and style |
| Title (centered) | **Technology in …** | 14 point, bold |
| 1st-level heading | **1 Introduction** | 12 point, bold |
| 2nd-level heading | **2.1 Recent Advances** | 10 point, bold |
| 3rd-level heading | **Headings.** Text follows … | 10 point, bold |
| 4th-level heading | *Remark.* Text follows … | 10 point, italic |

Tables and figures

1. Tables should be numbered and have captions which appear above them.
2. Graphics and pictures should not exceed the given page margins, and should be prepared in pure black and white format.
3. Figures should be numbered and have captions which appear under them.
4. Captions should be 9-point.
5. The distance between text and figure should be about 8 mm, and the distance between figure and caption about 6 mm.

Footnotes

1. Footnotes may be used only sparingly. A superscript numeral to refer to a footnote should be used in the text either directly after the word to be discussed or — in relation to a phrase or a sentence — following the punctuation mark (comma, semicolon, or period). Footnotes should appear at the bottom of the page within the normal text area, with a line about 5 cm long immediately above them.
2. Footnotes should be 9-point and aligned left.

References

1. The author-date method of in-text citation should be used. Following the APA format, the author's last name and the year of publication for the source should appear in the text, for example:

Smith (2017) points out that…

According to Wong (2018), open educational resources will...

Only cognitive engagement should be considered in case A (Johnson, 2016, p. 199).

1. All references that are cited in the text must be given in the reference list. The references must be in APA format and arranged alphabetically at the end of the paper.

Length

1. The paper should be 10–12 pages long including pictures and tables.