# Publication Submission Guidelines

## Instructions for Writing & Formatting

We welcome your submission (be it a paper, poster, workshop, or symposium – virtual or otherwise). Please prepare your submission using the following guidelines. Submissions that do not follow these guidelines will be returned to authors for re-formatting**. All submissions meeting the following guidelines will be *reviewed*.**

Please read these instructions carefully and check that you have followed them all before your paper is submitted.

1. Word Count: Submissions must not exceed a ***maximum word length*** of:
	* **6,000 words for a paper presentation** and
	* **3,000 words for a poster presentation**.

This length does not include references, although we ask that your bibliography is reasonably related to the length of your submission.

1. Submissions must includean **Abstract**. Abstracts ***must not exceed 300 words***. Abstract text must be titled as such, justified, and italicized. Abstracts should be placed directly following author details.
2. Submissions must include **Keywords**. Keywords should be titled as such and directly follow the submission’s Abstract. Each submission is limited to five (5) keywords. Keywords may consist of **short** phrases, of two to three words (e.g., *Multicultural Education*) but should not, under any circumstances, be sentences –however short (e.g., *Southern European Multicultural Immigrant Community Education* would be unacceptable, although the author(s) would be welcome to submit the alternative: *Multicultural Education; Southern Europe; Immigrant Communities*, were these concepts Key to their submission). Keywords should be in plain (non-italicized, non-bold, non-underlined) font and separated by semi-colons (;).
3. Submissions must be submitted in an editable word processing format. Microsoft Word Document (\*.doc or \*.docx) format is *strongly* preferred. The file should be saved as LAST NAME of AUTHOR\_FIRST INITIAL\_Short TITLE of Paper. Thus, for example, a paper titled “Citizenship Today: A contemporary examination of the contribution of intercultural values to new citizen integration in the European Union”, authored by Francois Chartres should be submitted as **CHARTRES\_F\_Citizenship\_Today.docx**.
4. We publish in English. It is incumbent upon you to ensure proper English grammar, spelling, and syntax. We ask that you set the language of your word processor to **English (United Kingdom)**, and set the **spell and grammar checker to ON**. This will tell you when you make spelling and many grammatical errors, saving us time. Whether English is your native language / mother tongue or not, it is a good idea to please ask a colleague and, ideally, a native English speaker, to proof read your work before you submit it. This is especially true if you are you are not a native speaker of the language in question.
5. If your email provider (or email client, e.g., thunderbird, outlook, etc.) allows you to do so, please select the return receipt function on your email. This way you will know that your paper has been received without having to contact the CiCea Conference office (ciceassociation@gmail.com).
6. Your submission must use the following **Margins**:

**Top**: 2.54cm (1”); **Bottom**: 2.54cm (1”);

**Left**: 2.54 cm (1”); **Right**: 2.54cm (1”);

**Gutter**: 0cm; **Gutter position**: Left.

1. Your submission must use the following header/footer Layout:

**Header**: 1.27cm;

**Footer**: 1.27cm

‘Different odd and even’ and ‘different first page’ *should* ***not*** *be selected*.

1. Your submission should use the following **Typeface**(s):

**Title**: Calibri, 16pt Bold, 6pt Spacing After

**Abstract**: Calibri, 10pt, Italic,

**Primary Section Titles**: Calibri, 14pt Bold,

**Secondary Section Titles**: Calibri, 13pt Bold,

**Tertiary Section Titles**: Calibri, 12pt Bold, Italic,

**Further Section Titles**: Calibri, 12pt, Italic,

**Main Body Text:** Calibri, 12pt, Plain,

**Large Block Quotations:** Calibri, 10pt, Plain.

All text should be single spaced, justified, with 6pt following each paragraph. No extra carriage return/line break is required between paragraphs. Sentences should be separated by **single** spaces.

1. Do **NOT** use TAB to change lines.
2. Do **NOT *number*** the separate sections of the submission. In other words:

|  |  |  |
| --- | --- | --- |
| REPLACE THIS: |  | WITH ***THIS***: |
| 1. Introduction1.1 What is Multiculturalism1.1.1 Defining Culture1.2 Who is an Immigrant1.3 The Situation in Southern Europe2. Literature Review |  | IntroductionWhat is MulticulturalismDefining CultureWho is an ImmigrantThe Situation in Southern EuropeLiterature Review |
|  |  |  |

1. All **numbers** under the number 12, except children’s ages, should be in words, not numerals. Thus it is appropriate to write about *five countries, where students who are 5 years old*.
2. All **quotations** over 40 words or (approximately) three lines should be separated from the body of the text they follow, into their own, indented paragraph, with NO quotation marks. Text for large block quotations should be indented (0.4” either side) and use the Typeface designated above (Calibri, 10pt, Plain). Quotes within the main body of your text must use double quotation marks (“ and ”, rather than ““, ””, «», etc.) and (in both cases) be accompanied by an appropriate citation *including a page number*.

## Citations/References:

Submissions ***must include references at the END of the text, NOT AS FOOTNOES***. Only texts explicitly referred to / cited to in the text by author should appear in the references. Other interesting texts, or works that influenced the author in a general sense do not belong in submission references. Articles lacking citations listed in the body of the text will be returned to the author(s) for their inclusion. Submissions including extraneous texts in their references sections will be returned to their author(s) for their removal. *Every publication that is referred to in the text must appear in the references*. All citations and references must follow the APA 7th edition Style format (various online guides are available, one such is: <http://www.apastyle.org/>.

It should be noted that this guide is by no means complete. Indeed, the Association recognizes that the number and variety of potential sources that can (and often should) be included in contemporary research increases (seemingly) daily. Including an exhaustive list in this guide would dramatically increase its size and, we believe, decrease its functionality. Indeed, given the continuous expansion of available sources and formats, it would likely be outdated before we had managed to circulate this document. Rather than attempt to “reinvent the wheel” as it were, we have included some examples of the most commonly referenced sources but remind you that there are multiple comprehensive and regularly updated guides on how to employ APA 7th Edition reference guidelines to your submissions and that, beyond those included below, it is your responsibility to find and employ the appropriate formatting.

A few examples of in-text citations and references:

### IN-TEXT Citations

#### One work by one author:

Until the early 1960s, those able to attend state secondary schools and Higher Education Institutions in Greece were charged fees (Traianou, 2013).

#### Works by multiple authors:

#### Two Authors:

* + Katsillis and Krzywosz-Rynkiewicz (2022) propose that...
	+ Global misfortune imposed an expansion on the established concept of community, one aspect of which was expressed in an expansion in the many facets of educational reality (Katsillis & Krzywosz-Rynkiewicz, 2022).

#### Three or More Authors:

Mouratoglou et al. (2022) propose that...

#### Two or more works in the same parenthetical citation: (i.e., alphabetically, and then chronologically):

Several studies (Jones & Powell, 1993; Peterson, 1995, 1998; Smith, 1990) suggest that...

#### Two or more works by the same author in the same year:

Multiple works by the same author within the same year must be indicated by the appending of an alphabetical indicator to the date. Thus, for example, two different OECD reports, both released in 2019, would need to be referenced as:

The percentage of men aged 25-34 that hold tertiary education degrees in Greece has risen between 2008 and 2018 (OECD, 2019a) –an increase that was outstripped by their female counterparts, who also had a higher bachelor’s degree completion rate (OECD, 2019b).

### QUOTATIONS

Short Quotations:

Structural Equation Modelling is also affected by solution propriety, which is to say whether the sample contains “a sufficient number of cases for the model to converge without improper solutions or impossible parameter estimates” (Wolf et al., 2013, p. 913).

Block Quotations:

Of particular importance are data not only on the numbers of students who receive tutoring in particular subjects and grades, but also on how much this costs and on what the service is like in terms of orientation and quality. These questions would provide important insights into the hidden social inequalities that are exacerbated by tutoring. (Bray, 2011, p. 54)

### REFERENCES

#### Book

Hayes, A. F. (2013). *Introduction to mediation, moderation, and conditional process analysis: A regression-based approach.* Guilford.

#### Chapter of a Book

Bergquist, J. M. (1992). German Americans. In J. D. Buenker & L. A. Ratner (Eds.), *Multiculturalism in the United States: A comparative guide to acculturation and ethnicity* (pp. 53-76). New York, NY: Greenwood.

#### Journal Article

Alon, S., & Tienda, M. (2007). Diversity, opportunity, and the shifting meritocracy in higher education. *American Sociological Review*, *72*(4), 487-511.

#### Online Newspaper Articles

Papanoutsos, E. (1972). *«Σφαγή» στα Προπύλαια* [“Slaughter” at the Propylaea]. *Τα Νέα* [Ta Nea]. [in Greek] <https://www.constitutionalism.gr/wp-content/uploads/2013/07/30.-2013_Lina.Papadopoulou_dorean.ekpaideusi.pdf>

#### Website with no author or date of publication:

*Census data revisited*. (n.d.). Retrieved March 9, 2009, from Harvard, Psychology of Population website, http://harvard.edu/data/index.php

Blog Post

Lincoln, D. S. (2009, January 23). The likeness and sameness of the ones in the middle. [Web log post]. Retrieved from <http://www.blogspace.com/lincolnworld/2009/1/23>.

Foreign Language Resources

References which are NOT available in English must list their titles in **both** the ***original language*** ***and in English***. For example:

Hellenic Democracy (2015). *Επείγοντα μέτρα για την Πρωτοβάθμια, Δευτεροβάθμια και Τριτοβάθμια Εκπαίδευση και άλλες διατάξεις* [Urgent measures for Primary, Secondary and Higher Education and other provisions]. *Official Government Gazette of the Hellenic Democracy*, 50/Α/14-5-2015. Retrieved from <https://www.e-nomothesia.gr/kat-ekpaideuse/n-4327-2015.html?q=43272015> [in Greek] on 06 Feb, 2020.

## EXAMPLE MATERIAL / TEMPLATES

In an attempt to illustrate the guidelines laid out in this document, we have prepared a brief submission template document. Said document employs the styles discussed above as well as cursory insights into some of the structural considerations our editorial staff is looking for in your submissions.

To make life easier, we have also prepared a *blank* document including the styles discussed in these guidelines, so that you do not have to recreate them yourselves.

As of the time of authorship of this document, the example template document should be available [here](http://cicea.eu/docs/GUIDELINES/sub/CiCea_Submission_Template_EXAMPLE_2023.docx). Likewise, you should be able to find the blank template [here](http://cicea.eu/docs/GUIDELINES/sub/CiCea_Submission_Template_BLANK_2023.docx). If, for whatever reason, this link is not functional, please visit the CiCea website, where an up-to-date version should be available to you.