# Instructions to authors on the formatting of papers for the 2nd Panhellenic Conference with International Participation “Greece-Europe 2020: Education, Lifelong Learning, R&D, Innovation, New Technologies and Economy”, Lamia, September 28-30, 2018. The title is centrally aligned, using Times New Roman font, size 14 and single line spacing.

## AuthorA1, AuthorB2, AuthorC3 (Last Name first)authors’ e-mail addresses, divided with comma

## 1 Affiliation of AuthorA, 2 Affiliation of AuthorB, 3Affiliation of AuthorC

##  (Times New Roman font, size 10 central alignment)

# Abstract

Each paper should provide an abstract of 100-150 words. This should include the paper’s basic points, such as its purpose, methodology, results, its main conclusions and the paper’s contribution. The text should be in Times New Roman font, size 11 and fully justified. The title “Abstract” should be in Bold Times New Roman font, size 12.

**Keywords:** Use 2 to 4 keywords divided with comma. The keywords should be in Times New Roman font, size 11.

# Introduction

This file provides the information and formatting instructions for papers submitted for review, in order to be included in the Proceedings of the 2nd Panhellenic Conference with International Participation “Greece-Europe 2020: Education, Lifelong Learning, R&D, Innovation, New Technologies and Economy”(Lamia, 28-30 September, 2018). The paper should be written in English or Greek.

The Proceedings’ Editing Committee suggests that you save and use this file as template, in order to write your paper following its original formatting.

More specifically, this document has been written using Times New Roman font throughout the text. All the titles are in Bold and their font size is 14 for the paper’s title, 12 for the title “Abstract”, 11 for the title “Keywords” and 12 for all the other titles of sections or subsections in the text. The font size is 10 for the authors’ names as well as their personal information and 11 for the abstract and keywords. The main text’s font size should be 12. The text should be fully aligned, in single line spacing and 6pt space before and after. Titles in the main text should be fully aligned, with single line spacing, 12pt space before and 6pt after.

All papers should be submitted in Microsoft Word files, not in PDF files or any other text file. Each full paper should not be more than 15 pages long.

# Important Information

When submitting your paper for review please make sure you delete the authors’ names, affiliation, e-mails as well as every information regarding the authors or their institution. After your paper has been reviewed and accepted and at the submission of the final version of your paper you will add at the first page the paper’s title and all information regarding each of the authors, i.e. full names, e-mails, affiliation (University, Research Institute, School etc.).

## Papers’ indicative structure

### Introduction

All papers should begin with the introduction, which focuses on the paper’s main research questions / problematics or on the paper’s contribution and sets the main frame for the paper’s purpose and objectives.

### Main body

The paper’s next sections may include a bibliographic review, its theoretical grounds, the methodology (i.e. type of research, sample, collecting data tools, data analysis etc), the findings, the discussion of findings and the conclusions.

**2.1. Subsections**

You may have as many subsections as you wish, in order to best organize your paper.

### Conclusions

This section constitutes the paper’s recap without repeating the details of its findings. Moreover, this section focuses on the papers significance and states its true value/contribution, presents its strong points, mentions its limitations and offers suggestions for future research.

### References

This section should include all bibliographic references used in the text. You should not state references in the text using footnotes. All references in the text as well as at the section “References” should follow the American Psychological Association (APA) style.

References in the main body should mention the author(s)’ last name and the year of the paper’s or book’s publication. If a reference has two authors, both last names should be mentioned (Smith & Cox, 2016). If a reference has more than two authors only the last name of the first author in line is mentioned followed by *et al.* for English references (Devinson et al., 2000) and *κ.α.* for Greek references (Καραγιάννης, κ.α., 2017).

### Appendix

If an appendix is necessary, it should be included following the section “References”.

### Indents

The upwards and downwards indents should be set at 2.5cm. The left and right indents should be set at 2cm.

### Footnotes

If any further clarification must be included this should be placed in the main text and not in the form of a footnote.

### Abbreviations and Acronyms

All abbreviations and acronyms should be set when first mentioned in the paper’s text. For example: Information and Communications Technology (ICT).

# Tables

All tables should be placed in the main body and as close to the related text as possible, where their content is mentioned. Each table should be formatted according to the following template (see Table 1), without vertical lines and using Times New Roman size 11 font. All tables should be numbered with Arabic numerals.

**Table 1: Example on table formatting**

|  |  |  |
| --- | --- | --- |
| **Level of education** | **Frequency** | **Percentage (%)** |
| First level education | 100 | 50 |
| Second level education | 50 | 25 |
| Third level education | 50 | 25 |
| **Σύνολο** | **200** | **100** |

Please avoid putting tables at the end of one page and continuing at the next page (splitting them in to pages). In case this can’t be avoided than the section of the table which is split to the next page should bear the title Table X (where X is the table’s number): continuing. For example, for the above template – Table 1 we would write: **Table 1: (continued)**

### Figures- Charts –Images

All figures, charts, bar graphs, photos and images should be referred inside the text and inserted as close to the related text as possible and referred to with the title “Figure”. All figures should be numbered, aligned centrally and horizontally with regard to the main text and should not exceed the main text’s width. The figures’ titles should be placed under the figures, centrally aligned. All figures should be inserted in high resolution in order to insure their fine quality when reproduced. In charts created through Microsoft Excel you are advised to select coloring in shades of grey, in order to insure they remain clear during black and white reproduction.

## Equations

All mathematical equations, which are not included in the same line as the main text, should be placed on a separate line, centrally aligned and treated as separate paragraphs. Equations should be numbered using Arabic numerals, written at the right of the equation in Βold font.

## Instructions on references

All references should strictly follow the updated instructions according to the American Psychological Association (APA style).

See:

- [www.apastyle.org/](http://www.apastyle.org/)

- <http://www.bibme.org/apa>

- <https://library.hud.ac.uk/pages/apareferencing/>

### Indicative examples of references

Yang, T. M., & Wu, Y. J. (2014). Exploring the determinants of cross-boundary information sharing in the public sector: An e-Government case study in Taiwan. *Journal of Information Science,* *40*(5), 649–668.

Rogers, E. M. (1983). *Diffusion of Innovations*. New York: The Free Press.

Kazakou, M. & Koutromanos G. (2016). E-governance in education management: Researching the factors influencing the intention of education professionals to use it (in greek). In Ε. Karaiskou, G. Koutromanos, I. Voutsinas, P. Pegkas, P. Prontzas, G. Rentifis, M. Solaki, (Eds), Proceedings of the 1st Panhellenic Conference with International Participation *“Greece-Europe 2020: Education, Lifelong Learning, Research, Innovation and Economy”,* Athens July 1, 2 & 3, 2016,(pp. 204-215). Athens: Published by the Hellenic Scientific Institute of Economics of Education, Lifelong Learning, Research and Innovation, Electronic Publisher: Greek National Documentation Centre. Retrieved from <https://eproceedings.epublishing.ekt.gr/index.php/inoek/article/view/787> on October 26, 2017.