

General Submission Guidelines for JEICOM

(Please delete once read and followed—but before submitting your paper.)

PREPARING YOUR PAPER

This document provides an example of the desired layout of your full paper. Please keep the same font, format, and positions. The paper should not exceed 5,000 words total (including references). Technical terms and definitions should be presented and defined if uncommon for the targeted reader. Acronyms should be written out at first appearance and followed by abbreviations thereafter. It is expected that authors will submit carefully written and proofread material in English. Spelling, grammatical, and usage errors must be addressed prior to submission.

The template embedded in this example document should be applied through the “Styles” feature of Microsoft Word. Using the template allows automatic updating of styles and other elements should changes be necessary. The template (JEICOM_Full_Paper_Template.doc) can be downloaded and saved to your template folder. In general, the template can be used in two main ways:

1. applied to an existing document, or
2. applied to a new document based on the template.

Alternatively, the template document itself can be modified by substituting your information for the example information provided. Appendix 1 lists styles used by this template. [Click on “Styles Pane” and check “Show style guides” to view styles used for each template item.]

Overall, the template uses A4 format with 2 cm margins (left, right, top, and bottom). Pages should not be numbered. Other highlights follow:

- Use 12-point Times New Roman font and full justification for main text.
- Insert only one space between consecutive sentences of the same paragraph.
- Use 1,15 spacing for all text paragraphs, with an extra 6 points of space after each paragraph.
- Use 10-point Times New Roman font for references, footnotes, or additional comments; because of spacing irregularities, left-justify (not full-justify) these components only.
- Follow the template for position and style of headings and subheadings.
- Emphasise selected words/phrases using bold text; however, keep emphases to a minimum.
- Tables, figures, and appendices may require individualised modifications depending on content.

**(Prepare a separate Word document for the title/abstract page
to allow for blinded peer review;
follow this page of the template)**

Full Paper Title
(Times New Roman, 14)

Author's Name and Surname ¹

Co-author's Name and Surname (if applicable) ²

ABSTRACT

The abstract should present the aim/objectives of your work, the methodological approach, the results, and the basic conclusions. The length should not exceed 300 words. Use only one paragraph.

Keywords: Please provide up to the five most representative keywords. Keyword 1, Keyword 2, Keyword 3, Keyword 4, Keyword 5.

**(The above section is requested on a separate Word document from the full document,
to allow for blinded peer-review.)**

¹ Position, Affiliation, Department, University, Address, Country, e-mail: ...

² Position, Affiliation, Department, University, Address, Country, e-mail: ...

Full Paper Title
(Times New Roman, 14)

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1 INTRODUCTION

Provide the context for the study amid any current debate. Develop an academic discussion of the relevant theories and literature of the chosen discipline; aim to emphasise the most recent and salient developments in the field. Share the theory that underpins the research study adopted and any model that you followed to help with the methodology of the work and discussion of the data.

2 METHODOLOGY

Describe the process of collecting data during the research. Qualitative analysis is a predominant tool in social research and probably the main one used when discussing the data collection tools, alongside the quantitative or mixed-methods approach. In any case, this section should demonstrate the tools, sampling, processes of interpreting data, and ethical considerations.

3 RESULTS

3.1 Text description

Present data according to the theoretical framework adopted in the previous section and its outlined methodology. Data should be critically assessed to show how this research advances the field. Tables, figures, and appendices should be kept to a minimum due to space considerations.

3.2 Tables and figures

Tables and figures are referred to and included within the main text; bulky materials should be relegated to an appendix. Other key points follow [example of block text]:

Each table, figure, or appendix should be numbered consecutively (in Arabic numerals) and titled. Tables and figures should be placed close after their first reference in the text; appendices follow the reference section. Captions should be sufficiently explanatory separate from the main text.

Table captions should be centred above the tables, whereas figure captions should be centred below the figures, as shown in the following examples. When possible, minimize excessive use of vertical or horizontal rulings. Use explanatory notes for any additional information.

3.2.1 Example of table

Table 1: Statistical Parameters by Model

Model *	CFI	TLI	RMSEA
Single-common factor	0.772	0.744	0.104
Two-factor	0.886	0.893	0.060
Six-factor	0.811	0.787	0.106
Revised five-factor	0.954	0.943	0.042

* See Methodology for delineation of factors for each model.

3.2.2 Example of figure

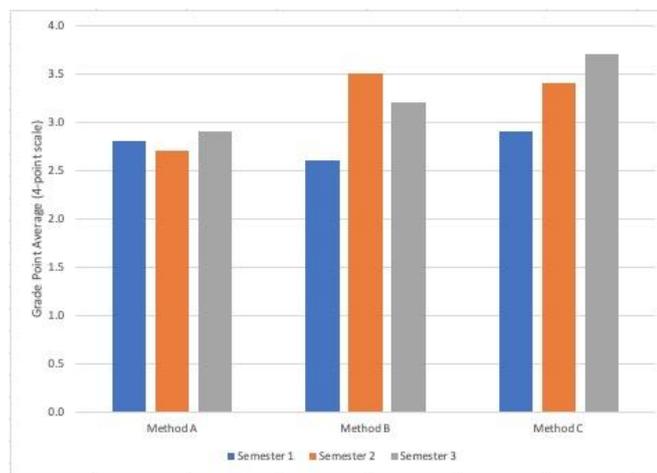


Figure 1: Comparison on Intervention Methods on Grade Point Average

3.2.3 Example of appendix

Appendix 1, following the reference section, also lists the styles used within this template.

4 CONCLUSIONS

Concisely state the most important propositions of the paper as well as the author's views of the practical implications of the results. Limitations of the current study should be identified, as well as future research on the topic of the paper.

5 ACKNOWLEDGMENTS

Please place acknowledgments, if any, here.

6 REFERENCES

Papers should be supported by references set out according to the APA referencing style (7th edition). In the text, references should be cited by the author's name and year of publication in parentheses—for example, "(Whitney & Rolfes, 2011)" or "as noted by Whitney & Rolfes (2011)".

The reference list, placed at the end of the manuscript, must be typed in alphabetical order of the last name of the first/main author. If authors have more than one publication, order by publication date—oldest to newest. If there is **no author**, the title moves to that position, and the entry is alphabetised by the first significant word (i.e., excluding words such as "A" or "The"). If the title is long, it may be shortened when citing in the text.

Format references with hanging indentation. Do not create separate lists for each type of source. Books, articles, web documents, brochures, etc. are **all arranged alphabetically in one list**.

Italicise titles of books, *titles* of journals/serials, and *titles* of web documents. Only *Titles* for journals should be capitalised for each major word. Selected examples follow [genre in brackets]; however, refer to the [APA Style Guide \(7th edition\)](#) for full details.

Example Reference [Genre]

Aspinall, V. (Ed.). (2014). *Clinical procedures in veterinary nursing* (3rd ed.). Elsevier. [edited book]

Collier, A. (2008). *The world of tourism and travel*. Pearson Education New Zealand. [authored book]

Communication Institute of Greece. (2019, February 27). *EDU 2021 call for papers*. <https://coming.gr/edu2021-call-for-papers/> [organization website]

Bonk, R., Kefalaki, M., Rudolph, J., Diamantidaki, F., Rekar Muno, C., Karanicolas, S., Kontoleon, P. & Pogner, K.-H. (2020). Pedagogy in the time of pandemic: From localisation to glocalisation. *Journal of Education, Innovation and Communication*, 2 (S11). DOI: https://doi.org/10.34097/jEICOM_SP_june2020_0 [journal article]

MacColl, F., Ker, I., Huband, A., Veith, G., & Taylor, J. (2009, November 12-13). *Minimising pedestrian cyclist conflict on paths*. Seventh New Zealand Cycling Conference, New Plymouth, New Zealand. http://cyclingconf.org.nz/system/files/NZCyclingConf09_2A_MacColl_PedCycleConflicts.pdf [conference paper]

Palmer, F. (2007). Treaty principles and Maori sport: Contemporary issues. In C. Collins, & S. Jackson (Eds.), *Sport in Aotearoa/New Zealand society* (2nd ed., pp. 307-334). Thomson. [book chapter]

Appendix 1: Styles Used in Full Article Template for JEICOM

1	Author & Co-Authors
2	Author Affiliation Footnote
3	Caption Table Figure Appendix
4	HEADING 0
5	1 HEADING 1
6	1.1 Heading 2
7	1.1.1 Heading 3
8	Normal
9	Paragraph
10	Reference
11	Table Values
12	Title of Paper
	Default Paragraph Font
14	Emphasis
15	Block Text
16	Footnote Text
17	• List Bullet
18	1. List Number



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SUBMITTING YOUR PAPER

Please send your **full author-details document** and your **full paper** by e-mail to jeicom@coming.gr as attached Word documents using the following titles extensions:

For the document with your author's details and affiliations:

JEICOM_YOUR LAST NAME (First Author's name only)

For example: **JEICOM_KEFALAKI.doc**

For the full paper without your author's details and affiliations:

JEICOM _THE THREE FIRST WORDS OF YOUR TITLE

Last but not least, please **respect** the deadlines mentioned on your acceptance letter, as well as any other(s) specified during the peer-reviewing process. JEICOM retains the right to refuse publication in case authors do not conform to these deadlines.

Thank you for your interest in JEICOM.

We look forward to working with you!