

Title: Helvetica, 14 pt., Bold, Centered

(one blank line before contact info) First Author's Name, Second Author's Name (Times, 10 pt., centered)
Authors Full Address (fit on one line if possible) (Times, 10 pt., centered)
Tel: phone number, Fax: fax number (Times, 10 pt., centered)
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Abstract: Place two blank lines between the contact information and the abstract. Use Times 10 pt. for your abstract. Indent the abstract .5 inch from the right and left margins of the paper. All text should be single-spaced. "Full justify" all text (straight margins on both left and right sides). Place one blank lines after your abstract.

Keywords: List up to four keywords that describe the paper (from the list on the ICLS web site). These will be used to generate the index for the proceedings. Use Times 10 pt for the keywords, indented .5 inch from the left and right margins. Place one blank line after the keywords.

General Notes (Level 1 Heading -- Helvetica 12 pt, Bold)

Please format your submission according to the guidelines specified in this template. All final submissions should be submitted electronically following the instructions on the ICLS 2000 web site. NO EDITING will be done to your submission, so it is CRUCIAL that you follow these instructions so that we may produce a uniform, professional-quality proceedings. Any submissions that do not conform to these guidelines will be returned to the authors for correction and re-submission, time permitting. If you are unable to produce a document conforming to these guidelines by the deadline, it is possible that your paper will be omitted from the proceedings. You MUST submit your final paper electronically in both Adobe PDF format and your word processor format (we prefer MS Word 97, 98, or 2000, otherwise please use RTF). Name your file with your last name (e.g., lastname.pdf, lastname.rtf), and email them as attachments to "icls-proceedings@umich.edu". If you are submitting more than one file, use your last name and a number. Please contact the conference organizers if you need help with the formatting guidelines or preparing the proper file types for submission.

Body Text Formatting Instructions (Level 2 Heading -- Helvetica, 10 pt, Bold)

Do not leave a blank line following headings. The margins for your entire paper should be 1 inch on all four sides, using 8.5 by 11 inch (U.S. standard) paper. DO NOT use page numbers, running heads, or footnotes. If you must use notes, please use endnotes, and place them immediately before the reference list. Refer to endnotes in text using a standard numeral inside parentheses (1). For *emphasis* in your text, use *italics*.

Leave one blank line after each paragraph in the main body of your paper. For body text, use Times 10 point. Indent the first line of each paragraph .5 inches from the left margin. "Full justify" paragraph text.

Page Length (Level 3 Heading -- Helvetica, 10 pt, regular, underlined)

Full papers may use a *maximum* of 8 pages. Posters may use a *maximum* of 2 pages. Special sessions may use a *maximum* of 5 pages.

Figures and Tables

All figures and tables must be referred to in your text (see Table 1). Color figures may be included, but they will be printed in the proceedings in black and white, so please be sure that they will reproduce acceptably without color (see Figure 1). Center all figures and tables, and label figures and tables according to APA style. Table captions are underlined and aligned left *above* the table, figure captions are centered and placed *below* the figure.

Table 1. An example of a table for the ICLS 2000 proceedings.

| Heading 1 | Heading 2 | Heading 3 |
|------------------|------------------|------------------|
| Cell 1 | Cell 2 | Cell 3 |



Figure 1. The ICLS 2000 conference logo.

Citation and Reference Style

Use APA reference style throughout your paper and the reference section. Please refer to the Fourth Edition of the APA Publication Manual for full details and more extensive examples.

Examples:

- ... fostered through technology (e.g., Schank & Edelson, 1990)...
- ... in a broad range of domains (Becker, 1993)...
- ... Jones et al. (1995), take a more comprehensive...
- ... educational goals and objectives (Baule, 1997; Collins, Brown, & Newman 1989)

Extended Quotes

For extended quotes from source material, use Times 10 pt, and indent the quote .5 inch from both the left and right margins. "Full justify" the text for the extended quote. The extended quote should be preceded and followed by one blank line.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. (Euripedes, 1999).

Endnotes (use Level 1 heading)

- (1) Place any endnotes *after* the main text of your paper, but *before* your reference list. Use Times 10 pt text for your endnotes, and "full justify" the margins. Place the endnote number reference in parentheses in the left margin, using the same number as in the text of the paper.
- (2) Use a .25 inch "hanging" indent for your endnotes, with a .25 inch tab setting, as in this example.

References (use Level 1 heading)

- Baule, S. M. (1997). *Technology planning*. Worthington, OH: Linworth Publishing.
- Becker, H. J. (1993, May). Teaching with and about computers in secondary schools. *Communications of the ACM*, 36, 69-73.
- Collins, A., Brown, J. S., & Newman, S. E. (1989). Cognitive apprenticeship: Teaching the crafts of reading, writing, and mathematics. In L. B. Resnick (Ed.), *Knowing, learning, and instruction: Essays in honor of Robert Glaser* (pp. 453-494). Hillsdale, NJ: Erlbaum.
- Jones, B. F., Valdez, G., Nowakowski, J., & Rasmussen, C. (1995). *Plugging in: Choosing and using educational technology* (EdTalk Report ED-PLUG-95). Washington, DC: Council for Educational Development and Research/North Central Regional Educational Laboratory.
- Schank, R. C., & Edelson, D. J. (1990). *A role for AI in education: Using technology to reshape education* (Technical Report 1). The Institute for the Learning Sciences, Northwestern University, Evanston, IL.

(Note that references are in Times 10 pt text, "full justified" and use a .5 inch "hanging" indent, with no spaces left between entries. The MOST important thing about the reference style you use is that readers be able to locate the sources you cite! Please be especially clear in the case of references to on-line materials!)

Acknowledgments (use Level 1 heading)

If you would like to make acknowledgments in your paper, please do so after the reference section, use Times 10 pt font, "full justify" your text, but do *not* indent the first line of the acknowledgments.