

Title of the Educational Scenario

1st Author's Last Name and First Name

Job Title, Workplace Organisation,
Email address

2nd Author's Last Name and First Name

Job Title, Workplace Organisation,
Email address

Abstract

The abstract consists of only one paragraph with a length of 150 words maximum. The font type must be Calibri 11 points. The text should be fully justified. The font type of the header "Abstract" must be Calibri, 11 points, bold and 12 points space before the paragraph. There must be one line space between the header and the paragraph of the abstract. The abstract should contain sufficient information on the subject of the educational scenario giving the reader a complete picture of the contents.

Keywords: Use 3 to 5 keywords separated by commas

Introduction

In this guide you will find some basic information on the content and format of this category's tasks " Educational Scenarios ". You can use this as a template to format your text. For any questions about formatting, contact electronically with the secretariat of the conference at synedrio@eepek.gr.

Detailed formatting instructions for further information you might want to include in your training scenario (bibliography, tables, diagrams, etc.) are in the "Article Authoring Template" which can be found on the conference page and specifically on the website's section complete article submission guidelines.

The length of the description for each workshop presentation should range from two to five (2-5) pages, including references and without the appendix with the educational activities.

For the main body use the font type Times New Roman, 11-pts. Text alignment must be justified with single line spacing.

For your convenience it is suggested to save this document on your computer and use it as a template for your work. This way you will avoid incorrect formatting when preparing your work. Recall that the work must be submitted exclusively in Microsoft Word 2007 or Microsoft Word 2010.

In the introduction it is good to be a general description of the workshop, including elements such as the purpose of the workshop, the expected audience, any prerequisites, the general approach, types of activities, etc..

Description of the Educational Scenario

Here, you have to indicate the most important elements of your educational scenario. You must include the identity of the intervention (school and class implemented), title, concise objectives, a short description of the educational scenario, the classroom organization and digital media you used, the approach, the reflection from the implementation in the classroom as well as anything else you consider important. At this point you can expand the information that you consider important in this educational scenario using typically about 1-2 pages.

Prerequisites

Follow this pattern for the second-level headings. Use font Times New Roman, 12-point type, in bold and italics and leave a 12-pts space before the paragraph and 3-pts space after the paragraph. Align header left. Use capitalizing only for the first letter of the title.

Laboratory equipment

Subunits Description – Teaching Approach - Activities

Conclusions

This section aims to create a comprehensive picture of the present work. It is a summary which briefly explains the importance and highlights the added value of the scenario. Finally it presents the strengths, proposed scenario extensions, alternative directions etc. The formal description of the scenario is appended to this document in a manner that is based on subsections specified especially when developing educational scenarios during the ICT B' Level Training. However it must be stressed that these educational scenarios do not necessarily use ICT.

ATTENTION: There must be NO SECTION OR PAGE BREAK within the text.
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Page Formatting

Page size

The page size must be A4 (21 x 29,7 cm).

Margins

Choose 'Normal' margins:

Top margin: 2,54 cm

Bottom margin: 2,54 cm.

Left and right margin: 3,17 cm.

Footnotes

The use of footnotes or end notes is prohibited. In case of the need of an explanation, this must be included in work body.

Abbreviations and acronyms

Abbreviations and acronyms must be defined in the abstract of the text and in any case the first time they are used in the body text.

Section headings

It is recommended to use up to three levels of sections-subsections. Do not number on section-subsections headings either alphabetically or numerically.

First level header form

Follow this format for the headers of the main sections. Use Calibri, 11-pt as your font type, make it bold and leave 12pt space before the previous paragraph. Align heading left. Use capitals only for the first letter of the title. All headers should be indented 0.5 cm.

Second level header form

Follow this format for second level headers. Calibri, 11-pt as your font type, use italics and leave 12-pt space before the previous paragraph. Align heading left. Use capitals only for the first letter of the title. All heasers should be indented 0.5 cm.

Paragraphs

For your paragraphs use the font type Calibri, 11-pts with single spacing. All paragraphs should be indented 0.5 cm. Between paragraphs should not be any space or blank lines.

Figures and tables

Place your tables and figures immediately after the point they are referenced in the body of the text. Align each table and figure in the center.

Please insert numbering and a short title for all figures and tables.

Reference in the text

For figures and tables, please avoid the phrases: "the above table" or "the figure below". Use only: "at Table 1" or "at Figure 2" etc.

Examples

Here is an example for formatting the tables. For a table header, use 11-point font, bold. Place the title over the body of the table and leave a 12-point before the header and 6-point after the header. The table and the header are centered.

There must be horizontal lines 1-pt thick at the beginning and the end of the table. It is prohibited to use vertical lines in tables.

Table 1. Example of table formatting

Age	Frequency	Percentage %
Less than 40	44	32.1
40 - 49	68	49.6
More than 50	25	18.2
Total	137	100.0

There is an example below showing how to format your figures. Use 11-point font in bold for your figure's title. Position the title below the figure and let a 6-point space before the title and 12-point space after the title. The figure and the title must be centered.

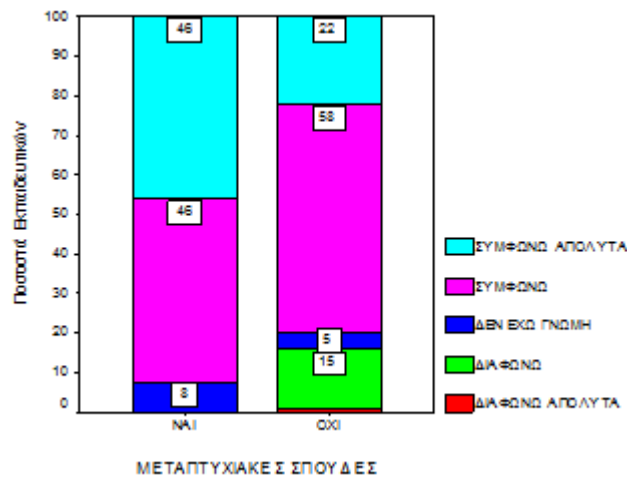


Figure 1. Opinions of teachers in relation to the existence of postgraduate studies

Instructions for references

Instructions for the text

Each time a source it is being used within the body of the text it should be indicated in brackets the proper name of the author and the date of publication, in accordance with the following examples.

If you are using as sources two or more works of the same author, they should be included in the reference list in chronological order, following the year of publication of each work. In the body of the text should be listed the author's last name and then the years of publication in chronological order (Smith, 2010; 2013). If you are using as sources works which the author has published the same year, enter alphanumeric display after the publication year (Smith, 2006a; 2006b).

If a source has up to two authors, you must mention both names together with the date in the text body (Smith & Brown, 2010). If the authors of a source are three and above, only the name of the first author must be recorded followed by et al and then indicate the date (Smith et al, 2010). However you must record all authors' names in the alphabetical list of references.

For Web references there should be recorded the year of publication or a recent update, the access date and the full (url) address of the website (Wikipedia, 2015; Ministry of Education, 2009). Please confirm that the link is active for each web address listed in the reference list.

List of references

Faithfully follow this model for the References section at the end of your work. All references are listed in alphabetical order by surname of the first author of each source (first foreign language references and after the Greek ones). The first letter in each reference title is in uppercase and the rest in lowercase. Capitalization is allowed only on the first word of the subtitle, the first word after a period, and in last names.

Use italics for book titles, journals, collective volumes or conference proceedings. Those works that have been published in books, edited volumes, proceedings and the Web, are capitalized only to the first word of the title or subtitle, the first word after a period, and in last names. Instead, the sources from journals used uppercase for the first letter of each word.

All references should be intended 0,5 cm and have 11-point font.

References

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Appendix

The title "Appendix" above follows the format of the educational scenario title. In appendix you will put the full educational scenario as you prescribe.

For the development of your educational scenario follow the design and implementation procedures provided by the ICT B' Level Training as they are described below. In the development of your educational scenario it is possible to omit some of the steps of the basic design. For the formatting of the following sections, use the same format as for the sections of previous pages (ie. Time New Roman, bold with 12 points for titles, Times New Roman 11 points for the text section).

Title of the educational scenario:

It includes the main title of the scenario with possible explanation additions

Estimated time of the educational scenario

Integration of the educational scenario in the curriculum / prerequisites

Aims and objectives of the educational scenario

Description of the educational scenario

Epistemological approach and conceptual analysis - theoretical subjects of the educational scenario

Use of computers, ICT, and other equipment for the educational scenario

Students Representations / Forecast difficulties in educational scenario

Teaching contract

Underlying learning theory

Classroom set up – design feasibility

Evaluation

The educational scenario

Suggestions for further activities - proposed tasks

Use of external resources

Worksheets