

## **Workshop Title**

### **1<sup>st</sup> 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 previous paragraph. There must be one line space between the header and the paragraph of the abstract. The abstract must contain enough information, be well documented and include the basic elements of the oral presentation.

**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 "Workshop Presentations". 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](mailto: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 2003 or 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 Workshop**

This section analyzes, in 2-3 pages, the elements of the workshop presentation, with emphasis on the various topics and sub-sections of the presentation. Include detailed information about the digital media required and the activities to be done in the context of this workshop. Some subdivisions that could be possibly used are indicatively mentioned below.

### **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 workshop. Finally it presents the strengths, proposed extensions, alternative directions, etc.

<b>ATTENTION:</b> There must be <b>NO SECTION OR PAGE BREAK</b> within the text.
--

### **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 headers 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

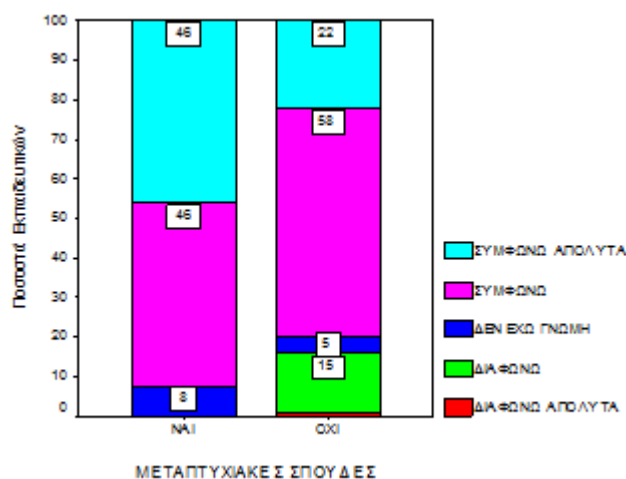
Here is an example for formatting the tables. For a table header, use 11-point font, bold. Place the title over the body of the table and leave a 12-point before the header and 6-point after the header. The table and the header are centered.

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**

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

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 recorder 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

Lastname, R. (2006). *Book title*. City: Publisher.

Family-Name, J. (2000). Book chapter title. In B. Editor (Ed.), *Book title*. City: Publisher.

Surname, A. (2007). Journal article title. *Journal Title*, 12, 47-58.

Researcher, G. & Scholar, J., (2001). Article title. *Online Journal Title*, 4, 106-118. Retrieved June 13, 2008, from <http://journal.org/articles.html>.

Author, G., & Coauthor, M. (2005). Conference paper title. In: J. A. Editor, E. Coeditor, & A. G. Thirdeitor (Eds.), *Proceedings title* (pp. 182-191). Proceedings of the Conference Title; Conference place, Country, Month 3-5, 2005. City: Publisher.

Συγγραφέας, Λ., (2006). *Τίτλος βιβλίου*. Πόλη: Εκδοτικός οίκος.

Επώνυμο, Α., Επώνυμο, Β., Επώνυμο Γ. (2007). Τίτλος άρθρου. *Τίτλος Περιοδικού*, 12, 47-58.

Επώνυμο, Δ. (2006). Τίτλος. Στο Εκδότης (επιμ.) *Πρακτικά Χ<sup>ου</sup> Πανελληνίου Συνεδρίου με διεθνή συμμετοχή Τίτλος Συνεδρίου*, 1, 139-150. Πόλη.

### Appendix

The title "Appendix" above, follows the format of the title of the first page. The appendix would list the activities sheets of the workshop presentation. If the material will be given electronically, include in this section a brief description of each activity and the key data such as duration, educational objectives, the equipment that will be used, etc.

### Activities Sheets