**TEMPLATE**

**Concise Paper – Maximum 5 pages**

This document provides a template for all CONCISE PAPER submissions to the **ASCILITE 2025** conference. **Please note you may only make ONE submission as lead author.** The correct formatting is embedded in this document, using Word Styles accessible via the home panel above, and examples are indicated in **bold** in the template following this single page of instructions.

CONCISE PAPERS feature significant theoretical reviews, research studies in areas of emergent or innovative educational practice, case studies, evaluations, or projects. The authors must have the copyright to all the material used in the submission or have received written permission to use protected material. **ALL CONCISE PAPER submissions must be made using this template and must not exceed a maximum of 5 pages, including references**.

Before submitting the final version of your CONSICE PAPER, please ensure that:

* The document is formatted using this template(i.e., submit this document, deleting the first page and using “Save As” to change the name of the document).
* Your document is saved in either a MS Word, RTF or OpenOffice document file format.
* Your file for submission is no larger than 20MB (compress images to reduce total file size).
* All DOIs and URL addresses have been activated.
* No references have been cited in the Abstract.
* Double quotes indicate citations (referenced appropriately including page numbers).
* Single quotes indicate expressions or quotes from research participants.
* Tables and Figures are mentioned in the text including an appropriate reference to where they can be found i.e., above/below the table/figure.
* Australian spelling has been used (e.g., use “s” not “z”, “program” not “programme”, “colour” not “color”, “centre” not “center”).
* Only one space is used after full stops, commas, colons, etc.
* The correct version of “e.g.,” and “i.e.,” had been used (with commas).

***Note***: Please delete the above information prior to submitting.

Insert your title here [Paper title style]

Author Name 1: Calibri, 10-pt., bold, left-aligned

Affiliation 1: Calibri, 10-pt., left-aligned, leave one line blank after

**Author Name 2: Calibri, 10-pt., bold, left-aligned**

Affiliation 2: Calibri, 10-pt., left-aligned, leave one line blank after

*[If same institution, you may put all authors separated by commas, then put on new line.*

Include your abstract here. Abstracts should not exceed 200 words. Use Calibri 10 point, left-aligned, indented 1.0 cm left and right, not italicised. Do not use a heading for the abstract or headings within the abstract. Place one blank line before and after.

*Keywords:* [Immediately following the implications section leave a blank line and in Calibri, 10 point, justified, indented 1.0cm left and right, italics type "Keywords:" and then in the same style (without italics) enter the 5-7 keywords, separated by a comma. Note: The keywords are used for searches within the ASCILITE Publications (APUBS) site as well as externally. It is advisable to include as your last keyword the research approach or method used (e.g., qualitative, ethnographic, case study, quantitative, large survey, meta-analysis, etc.). For more guidance on optimising your keywords see: <https://doi.org/10.14742/ajet.8087>]

# **Heading 1: Arial, 12-pt., bold, space before and after, only first word capitalised except after a colon**

These are the formatting requirements for papers that will be published in ASCILITE Publications (APUBS). Submitting your paper following these guidelines is necessary for insuring your paper’s inclusion in the journal. The preferred formats are Microsoft Word for Windows or Macintosh, or rich text format. Word-compatible files written by other software (e.g., OpenOffice) may also be submitted.

## **Heading 2: Arial, 10-pt., bold, space before and after, only first word capitalised except after a colon**

Body text: Calibri 10 point, single spaced, left-justified. Blank lines before and after headings and paragraphs are to be sized the same as text lines (i.e., Calibri 10 point). Use a blank line to conclude each paragraph, and no indents. Do not use "spacing before" and "spacing after."

Do not use bold or underline.

Use italics for:

* titles of books, journals, films, video, TV programs,
* volume number in a journal you cite
* scales on tests
* the introduction of a new, technical, or key term or label (but only the first time it is used)
* letters, words, or phrases cited as linguistic examples
* statistical tests and probability, but do not italicise subscripts
* anchors in a rating scale, that is, a scale ranging from 1 (very likely) to 5 (unlikely).

Do not use italics for:

* emphasis
* foreign phrases
* chemical or trigonometric terms.

Capitalise:

* the first word of a sentence
* the first word after a colon (if there is a complete sentence after the colon)
* the name of sections of the manuscript
* departments in a university if used as a proper name
* trade and brand names of technology, vendors, etc.

Do not capitalise nouns that:

* describe common elements of books and tables (e.g., chapter, section, column, row)
* precede a variable
* are names of effects, conditions or variables in a study
* name laws, theories, models, statistical procedures, or hypotheses
* make up an abbreviation.

## Series and lists

In a paragraph enclose lowercase letters in parentheses to indicate a series if order is important, that is, (a) … (b) … (c) ….

Elements with a series of sentences or paragraphs can be offset. Use bullets or numbers (if order is important).

* Use the standard Microsoft Word indent from the margin, that is, 63 mm.
* Type the sentence or paragraph after the Arabic number, if order is important, or alternatively use bullet points, such as this example.
* If the element continues over more than one line, the standard Microsoft Word hanging indent should produce the correct result.

## **Abbreviations and footnotes**

Abbreviations that appear as word entries in the Oxford English Dictionary do not need explanation. (e.g., IQ, ADHD, ISBN). Use abbreviations sparingly and consider whether the space saved justifies the time necessary for the reader to master the meaning of the abbreviation. Write out the term to be abbreviated completely on its first appearance. Follow this with its abbreviation in parentheses. Thereafter, use the abbreviation. For example … reaction time (RT) is a factor in this test. Do not capitalise words in anticipation of the abbreviation unless the words would normally be capitalised. The APA style manual lists many other forms of abbreviation, including Latin, scientific terminology, and those used for statistical analysis. Please consult the manual for more details.

Do not use footnotes.

# **Tables and figures**

## **Tables**

Tables should be included in the text body near the first reference to it (not at the end of the paper).

Number all tables with Arabic numerals in the order in which they are first mentioned in the text. Use Calibri 10 point. Do not add suffix letters to the numbers of the table. After a carriage return, place the title in sentence-style capitalisation on the next line, using Calibri 10 point, italic.

The title should be brief but explanatory. Each column should have a title, which should be brief, clear and explanatory (plain text). Limit the use of lines in tables to those that are necessary for clarity: one at the top, one after the headings and one after the last row. All abbreviations in the table should be explained.

Table 1

*An Example of a Table*

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
| Row 2 | Cell 4 | Cell 5 | Cell 6 |

## **Figures**

Figures should be included in the text body near the first reference to it (not at the end of the paper). Number all figures with Arabic numerals in the order in which they are first mentioned in the text. Use Calibri 10 point, italic and place this under the figure. Do not add suffix letters to the numbers of the figure.

The figure itself should have a legend, which explains the symbols used in the figure and is placed within the figure. Add a caption under the figure, following the figure number in plain text and sentence-style capitalisation. This serves as an explanation and a figure title. After the descriptive phrase add information that may be needed to clarify the figure.



*Figure 1*. Sample figure

Alt text should be added to images included in your article. This can be done by right clicking the image, and selecting ‘View Alt Text’ from the menu, or else by selecting the image, navigating to the ‘Picture Format’ tab in the Word ribbon, and selecting the ‘Alt Text’ button. Try to be as descriptive as possible in the text you provide to assist readers who will use accessibility software (e.g., screen readers).

# **References**

## **In text citations**

Use the author-date system in your running text (i.e., APA 7 style). Note: APA 7 now stipulates a work with three or more authors is cited with only the first author’s name followed by “et al.” in every citation even the first (unless doing so creates ambiguity between different sources). Examples:

* ... this special form (Black & Lines, 1998) is very ...
* ... as described by Black and Lines (1998) ...
* ... and this argument (Keystone et al., 2000) is used ...
* ... across time and space (Jones, 1999a; White & Beckett, 1997).
* ... Davis et al. (1989) described ...
* ... determined by beliefs (Davis et al., 1989).

Please make minimal use of URL citations in your running text. Cite an author or organisational name and year (or if there is no year then use n.d.), and then include the appropriate details in the references.

# **Reference list**

In your reference list (first level heading, References) please use the style recommended in the current edition of the APA style manual. This prescribes alphabetical order by first author. Titles of items should be in sentence case. Use Calibri 10 point, left aligned, hanging-indent 0.5 cm, no blank line between each reference. You are required to include the DOI in the references. You are expected to include these whenever they have been assigned.

* The DOI is normally listed on the first page of an article.
* Some publications do not have the DOI listed on the PDF or print version. In this case you should search for the DOI using CrossRef (you may need to register for free). The [free DOI lookup](http://www.crossref.org/guestquery/) searches for DOIs using information such as article title, authors, and publisher information. You can also copy and paste your entire reference list into the [Simple Text Query form](http://www.crossref.org/SimpleTextQuery/) and CrossRef will return all available DOIs at once.
* If no DOI is returned from your CrossRef search, you need to check the journal site to confirm that no DOI has been assigned.
* Please do not make up or try to generate your own DOIs. This will result in your article not being published or being removed from publication.
* If there is no DOI available for the publication, you include the URL of the journal article on the journal publisher site.
* Do not include both the DOI and the journal URL.

For formatting of references - please refer to the APA site <http://www.apastyle.org/>. An example basic format is:

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. https://doi.org/xx.xxx/yyyy

More than twenty authors: After the 19th author, include an ellipsis and then the final author.

|  |
| --- |
| Author Surname/s, Author First Name Initial/l. (2025). Paper Name. In Barker, S., Kelly, S., McInnes, R., & Dinmore, S. (Eds.), *Future Focussed. Educating in an era of continuous change*. Proceedings ASCILITE 2025. Adelaide (pp. xxx–xxx). DOI: xxx |
| Note: All published papers are refereed, having undergone a double-blind peer-review process. |
| The author(s) assign a Creative Commons by attribution license enabling others to distribute, remix, tweak, and build upon their work, even commercially, as long as credit is given to the author(s) for the original creation.  © Author Surname/s, Author First Name Initial/s. 2025 |