

## Instructions for Submissions & Style Guide

### V2

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UAE Journal of Educational Technology and eLearning is an annual publication for the educators of the Middle-East and Gulf regions. The objective of the journal is to provide a platform for regional educators to share their experiences, strategies and research findings in the areas of Educational Technology and eLearning. The 4<sup>th</sup> annual edition will be published in September 2013, and papers are being accepted until January 31<sup>st</sup>. Authors would submit their abstract for review at their user account at the eJournal website: [www.ejournal.ae](http://www.ejournal.ae) .

### Submissions

The current deadline for submissions to the 4<sup>th</sup> edition is January 31<sup>st</sup>, 2013

Manuscripts can be related to research, design and development of learning systems, educational technology use and applications, and regional/international professional topics. Submissions should be contextual and related to the region: Middle East, India, Eastern Europe, or Northern Africa and other neighboring regions to the United Arab Emirates. Submissions should be both practical and academic, and targeted to the audience of teachers in the Middle East and neighboring regions.

Submissions and inquiries can be made to: [elearningjournal@hct.ac.ae](mailto:elearningjournal@hct.ac.ae) .

Themes can include (but not necessarily be limited to):

1. New paradigms in online learning.
2. Virtual learning environments and their implementations.
3. Mobile learning.
4. iPads in Education and iPadagogy
5. Applied research in learning and teaching.
6. Pedagogy and technology.
7. Web 2.0 tools in higher education.
8. Exemplary online courses and digital learning objects.
9. Ed-Tech tools and technology reviews.
10. 21<sup>st</sup> Century Digital Literacy.
11. Open education, and Open Educational Resources
12. ICT for development and sustainability (ICT4Dev, ICT4ESD).

### Editorial Procedures

The journal follows a double-blind review process. Peer reviewers will not have the author's name, and authors will not know who peer-reviewed them.

### Submissions Agreement

In submitting a manuscript for publication the author agrees: that the work has not been previously published anywhere else; is not under consideration for publication anywhere else; that publication is

approved by all co-authors. The publisher is not responsible for any claims concerning compensation or recognition and all such inquiries will be directed to the author.

## Copyrights

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## Format and Style Guide

The manuscript should be in English, and have the author information updated, a title, abstract, keywords (include them in the abstract), full text, acknowledgements (if any – add at the end of the text), references (these MUST be included, no unreferenced paper will be accepted), and any appendices after the references. The manuscript should conform to APA referencing standards, both in the tables, charts, and citations.

### **The Author Information:**

Create your user account at the eJournal website, and there you can update your biography with professional information, a photo, and other relevant details. HCT employees can login directly with their usual HCT credentials.

### **Title:**

The title should be descriptive, but not too long.

### **Abstract:**

Include a concise abstract of between 200-300 words. The abstract should be devoid of abbreviations, citations, and acronyms.

We welcome the abstract in multiple languages, which will be published with the English version. Authors can create their user account at the eJournal website and then submit the abstract alone for an initial review for acceptance.

### **Keywords:**

At the end of the abstract, list 4-6 keywords that will be used for meta-data indexing purposes. We suggest searching in the Eric Database for similar topics to retrieve a list of commonly used keywords for the manuscript: <http://www.eric.ed.gov/>

### **Text:**

The manuscript should conform to the following specifications, and conform to APA Style. Papers in MLA or any other referencing style cannot be accepted. The authors are expected to revise their paper into APA before submitting.

For a quick review of APA style guidelines, go to this link:

*Formatting:* <http://www.apastyle.org/learn/quick-guide-on-formatting.aspx>

*References and citations:* <http://www.apastyle.org/learn/quick-guide-on-references.aspx>

1. MS Word .doc or .docx file. PDF and other file formats will not be accepted.
2. Between 3000 and 8000 words. Articles exceeding 8000 words should be edited and shortened before submission.
3. Do not try to use footnotes or endnotes. Apply APA style citations (author, date). See the link above.
4. Double-spaced.
5. Times Roman font, 12-point.
6. Italics are used sparingly, only for emphasis.
7. Use tab stops for indents, not the spacebar.
8. Use the table function (not spreadsheets) to create tables. Tables should conform to APA format. See the link above.
9. All references are properly cited in the text. See the link above.
10. No more than three levels of headings.
11. Abbreviations should be spelled out on the first use.
12. Acknowledgements are after the text and before the reference section.
13. All papers must include references.
14. Tables should conform to APA style. See the link above.
15. Appendices would appear last.

### **Acknowledgements**

List acknowledgements and support in this section. Authors are welcome to also list websites and email addresses as deemed necessary.

### **References:**

The final source list should only have references that are cited in the text, except personal communications and unpublished works, which are only mentioned in the text. See this link for detailed help on how to reference different kinds of published works both in print and online:

<http://www.apastyle.org/learn/quick-guide-on-references.aspx>

### **Appendices:**

Tutorials, directions, lists and other appendixes information related to the article would come last.

### **Multi-media**

The journal is published both in print, and as an electronic, multi-media open journal distributed on the Internet, and soon to be available at our website, iPads and mobile devices.

The article should be stand-alone for the printed version, but we do encourage enriching the online/iPad version with non-textual items and objects that relate to the content: graphics, videos, presentations, examples of technology use, audio files/podcasts, etc.

Please put all items and paper into a file and zip/compress it before sending it to us, or publish them online and provide the URL.

