

## Procedure for the proceedings of the ATEE conferences

**Papers that are sent for review to the European journal of Teacher Education cannot be published in the proceedings.**

1. This procedure is for the annual, spring and winter conferences.
2. The publication of the proceedings of the conference is the responsibility of the Academic Committee of that conference. The Academic Committee should include at least one member of the ATEE AC or a person appointed by the AC.
3. The Academic Committee of the conference publishes the procedure for the publication of the proceedings on the web site at least three month before the start of the conference.
4. The Academic Committee publishes the requirements for publication (i.e. style guide) at least three month before the start of the conference.
5. The Academic Committee publishes the name and e-mail address of the person in charge of the proceedings or a special e-mail address for the proceedings at least six month before the start of the conference.

### **Suggestion for procedure**

6. The abstracts (minimum 500 words) have to be sent to the Academic Committee about four months prior to the conference indicating objectives, methods, main results and references. The Academic Committee should send the abstracts and the summary of the paper to the Chair of the RDCs in which it will be presented for evaluative comment. The Chairs should return their comments to the Academic Committee within at least 4 weeks. The Academic Committee will make the final decision about the acceptance of the paper based on the Chair's evaluative comment and inform the author at least 3 months prior to the conference.
7. Authors send their papers to the person responsible for the conference proceedings no later than 4 weeks after the conference. He or she sends them to the RDC Chair or a person(s) selected by them for review. The RDC Chairs send their evaluative comments to the Academic Committee for the final decision no later than 4 weeks after receiving the papers. The Academic Committee should inform the person responsible for the conference proceedings no later than 3 months after the conference.
8. The decision will either be  
Reject  
Accept with no changes
9. If possible minor language revision (for non native speakers) will be made by the reviewer himself or herself
10. All full papers that have been positively reviewed will be published in the conference proceedings on the web site.

11. The papers should be sent in the format described in the Guidelines, and in correct English.

***Nota bene:***

**The titles of the papers should be the same as the title of the presentation**

## **Guidelines for authors**

***Content:***

Papers may be reports of empirical research conducted by the author(s) or critical analysis and discussion of current issues of international interest in relation to teacher education.

Literature cited should be up to date and relevant.

All papers should be accompanied by an abstract of no more than 150 words and 3 to 5 keywords.

The paper should not have been published previously.

***Paper style:***

*Please send your paper in World format.*

*Font:* Arial, 11 point. Use margins of at least 2.5 cm (1 inch).

*Title:* Use bold for your paper title, with an initial capital letter for any proper nouns.

*Authors' names:* Give the names of all contributing authors on the title page exactly as you wish them to appear in the published paper.

*Affiliations:* List the affiliation of each author (department, university, city, and country).

*Correspondence details:* Please provide an email address for the corresponding author.

*Abstract:* Please indicate the abstract paragraph with a heading or by reducing the font size.

*Keywords:* Please provide keywords to indicate the main arguments of the paper

*Headings:* Please indicate the level of the section headings in your paper:

First-level headings (e.g. Introduction, Conclusion) should be in bold, with an initial capital letter for any proper nouns.

Second-level headings should be in bold italics, with an initial capital letter for any proper nouns.

Third-level headings should be in italics, with an initial capital letter for any proper nouns.

Fourth-level headings (if really needed!) should also be in italics, at the beginning of a new paragraph. The text follows immediately after a full stop (full point).

*Tables and figures:* Indicate in the text where the tables and figures should appear, for example by inserting [Table 1 near here]. The actual tables and figures should be supplied either in the text (where you think it should be placed) or at the end of the text (it will be placed by the editors)

Please avoid using footnotes

Length of paper – the short summary paper prior to the conference should be 1000 – 1500 words. The paper prepared after the conference submitted for publication in the proceedings should be 1500 words.

***Reference style:***

Authors should follow the Guidelines of the European Journal of Teacher Education which can be downloaded from:

[http://www.tandf.co.uk/journals/authors/style/reference/tf\\_F.pdf](http://www.tandf.co.uk/journals/authors/style/reference/tf_F.pdf)

**Brief summary of the Guidelines (examples):**

*In the Reference list:*

Book:

Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Journal article:

Allison, G.W. 1999. The implications of experimental design for biodiversity manipulations. *American Naturalist* 153, no. 1: 26–45.

Chapter:

Wiens, J.A. 1983. Avian community ecology: An iconoclastic view. In *Perspectives in ornithology*, ed. A.H. Brush and G.A. Clark Jr., 355–403. Cambridge: Cambridge Univ. Press.

Internet document:

Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>.

*In the text:*

All of Eurasia was affected by climatic oscillations during Pleistocene glacials and interglacials (Frenzel 1968).

Behavioral observations can provide useful insights into evolutionary relationships, as Morris and Morris (1966, 1–24) first tried to show for the giant panda.

Where two or more works by different authors with the same last name are listed in a reference list, the text citation must include an initial (or two initials or even a given name if necessary).

(C. Doershuk 2000)

(J. Doershuk 2001)

When a specific page, section, equation, or other division of the work is cited, it follows the date, preceded by a comma. (Piaget 1980, 74)

Where the author's name appears in the text, it need not be repeated in the parenthetical citation. Litman (1983) finds that Academy Award nominations or winnings are significantly related to revenues.

Tufte's excellent book on chart design (2001) warns against a common error.

Two or three authors:

For works by two or three authors, all names are included.

More than three authors:

For more than three authors, only the name of the first author is used, followed by 'et al.' or 'and others'. Note that et al. is not italicized in text citations.

(Zipursky et al. 1997)

In a study by Zipursky and others (1997),