ICoME 2013 Guideline for Paper (Title, 14pt.)

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(If there are more than two authors, you may list this author format in vertical way. However, there are more than four authors; you may list their name in two columns.)

Abstract: Abstracts should be about 200 words in length. Indent 2 cm from left and right margins for abstract. Skip 2 lines before and after abstract. Start the abstract with the sequence "Abstract:" (without the quotes) in 9 point bold-face without a line break after "Abstract".

Keywords: *Extended Abstract, Instructions to Submit, Template Format (10pt.)*

(This page is used for the printed version of the proceeding. The body should start from the next page)

GENERAL

To ensure that high quality, professional proceedings must be published: authors are urged to take special care in preparing their papers.

Notes: Papers which are submitted in technically unsuitable form cannot be published in the proceedings book. Please use this checklist to ensure that guidelines are followed:

1. Font Face must be Times or Times New Roman
2. Font Size must be 10 point (except paper Title is 14 pt)
3. Paper page length must be followed.
   Concurrent session: within 6 pages including graphics & references not inclucing the abstract page
   Roundtable session: 2 pages including graphics & references not inclucing the abstract page
4. References, graphics, tables all count toward total pages count
5. Do NOT include PAGE NUMBERS
6. Do NOT include HEADERS or FOOTER

TYPEFACE AND SIZE

Headings

Font sizes, numbering and styles for the different types of headings

Title centered	14 point
1st-level heading left-justified	12 point
2nd-level heading left-justified	10 point
3rd-level heading left-justified	10 point

Running text

Use a typeface with serifs for running text. It is recommended to use Times or New Times Roman. Use 10-point type size and one line spacing for normal text and 9-point type size for small text (abstract, literature references and acknowledgements). Use italic print to emphasize words. Note: bold type and underlining should be avoided.

The text should always be justified to occupy the full line width, so that the right margin is not ragged. All text should be single-spaced.

SPECIAL FORMATS

Citations

Insert the sequence "(Name year)" (without the quotes) into the running text for a citation to a literature reference. Name is the second name of the author and year is the year of printing. Also a citation to several   authors is allowed. In this case the single authors must be delimited either by commas or the word "&". The   phrase "et al." is also valid. The year can either be written in short form or in long form (i.e. 92 and 1992 are both valid entries) is a possible lower case literal, if you refer to more than one article of an author of the same year. The word "see" and the brackets around the year are optional.

Literature Reference

Every Reference must start with the sequence "Name (Year)" (without the quotes). Name and year must match the citation in the running text [see Citations]. The single information fields of a Reference (Author1, Author2, Title...) should be divided by commas or semicolons.

Use the following APA style when referencing a book or journal article making sure to precede the reference with the bracketed information described above:

- Book references:
Keller, J. M., & Suzuki, K. (1987). Use of the ARCS motivation model in courseware design. In D. H. Jonassen (Ed.), Instructional designs for microcomputer courseware. NJ: Lawrence Erlbaum Associates.

- Proceedings references:
Kurokami H. (2002). Using digital terrestrial broadcasting in schools. World Conference on Educational Multimedia, Hypermedia and Telecommunications, Denver, CO. 1055-1056.

- Journal references:
Mizukoshi, T., Kim, Y., & Lee, J.Y. (2000). Instructional technology in Asia: Focus on Japan and Korea. Educational Technology Research and Developmen, 48(1), 101-112.

ACCEPTED FILE FORMATS

· Acceptable File Formats are: **Portable Document Format (.PDF) or Microsoft Word Format (.DOC, .DOCX)**

· Make sure that your **File Name** only contains the following characters: A-Z, 0-9.

   - Do not use special characters.

Submitted paper will be published in both a printed version and a Web version.