



HELLENIC REPUBLIC  
Ministry of Education,  
Religious Affairs and Sports



REGIONAL DIRECTORATE  
EDUCATION OF CRETE

## 5th International Scientific Conference of the Regional Directorate of Education of Crete

### *School Development Forms for a Sustainable Future: New Horizons in Modern Education and School Leadership*

#### I. FORMATTING AND SAMPLE SUBMISSION FILE INSTRUCTIONS FOR PAPERS (ORAL AND POSTED ANNOUNCEMENTS/PRESENTATIONS, WORKSHOPS)

##### General instructions

Document format: **Microsoft Word Document** (.doc ή .docx), not exceeding 2 MB in data volume.

Text size: Submitted texts must have a total length of strictly between 7 and 10 pages (2,500 to 4,000 words).

Page layout: Size: A4 (21 x 29.7 cm). Orientation: vertical. Margins: top, bottom, left, right 2.5 cm.

Font: In all areas, we use Calibri. Color: automatic (black).

Paragraph: Line spacing: single. Spacing and indents: as required. We create indents using tab stops (indent: 1 cm) and not by pressing the tab or space keys.

Section and subsection titles: Use lowercase letters throughout. Manually number the titles instead of using automatic numbering. We recommend keeping the content structure within two levels (sections, subsections). Third-level subsections (e.g., 1.2.1) should be avoided.

Tables, Graphs, and Frames: We recommend inserting them as images. Alternatively, choose a simple line style (single line, width 1/5 pt). Do not use automatic numbering or bullets inside tables, and avoid paragraph spacing and indents. The font size inside tables should be 10 pt. Place captions above the tables, numbered (Table 1, Table 2, etc.), with a font size of 10, in bold style, and 6 pt distance from the image.

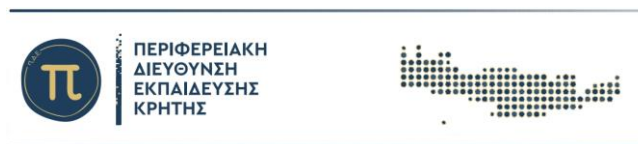
Example:

**Table 1: 5th Conference activities**

	Oral presentations	Workshops	Posters	Total
1 <sup>st</sup> day	50	5	10	65
2 <sup>nd</sup> day	50	5	10	65
Total	100	10	20	130

**Images:** They should not be big files or have excessive dimensions. They should have proper margins to avoid cropping, relate to essential information, and not contain personal data. Alignment: center. Text wrapping: inline with text (not tight). Place captions below the images, numbered (Image 1, Image 2, etc.), centered alignment, font size 10 pt and in bold style.

Example:



**Image 1: Regional Directorate of Education of Crete**

**Note:** It is also emphasized here that any additional content in the text, such as Tables, Graphs, Images, Diagrams, etc., is recommended to be inserted in image format.

**Bullets and numbering in the body of the text:** In lists within the text of subsections use a simple bullet format, as shown in the example. For numbering, use numbers 1, 2, 3, etc. Paragraph indent: 0.63. Examples:

- Bullet format
- 1. Number format
  - 1.1. Second-level numbering

**We avoid:** Excessive use of **bold** and *italic* fonts in the body of the text is not recommended (except in specified cases). Do not include headers and footers, page numbering, bullet points in section and subsection titles, decorative images, colored or artistic text.

## **Guidelines for Individual Sections of the Paper**

### **Main Title**

Font: Size: 16 pt. Style: Bold. Lowercase letters.

Paragraph: Center alignment. Paragraph spacing: after 18 pt. No indentation.

### **Presenter(s)**

Title: For each presenter, list the last name first, followed by the first name on the first line. On the second line include their title or position and on the third line provide the email address.

Font: Size: 12 pt, **Bold**.

Paragraph: Center alignment. Paragraph spacing: after 6 pt.

### **Abstract Title**

Font: Size: 14 pt. Style: Bold.

Paragraph: Paragraph spacing: before 18 pt, after 6 pt. Left alignment.

### **Abstract Text**

Font: Size: 12 pt. Style: Regular.

Paragraph: Full alignment. Indentation: none.

Word count: 120 to 150 words.

### **Section Title**

Font: Size: 14 pt. Style: Bold.

Paragraph: Paragraph spacing: before 12 pt, after 6 pt. Left alignment.

Numbering: 1, 2, 3, etc. (do not use automatic numbering).

### **Subsection Title**

Font: Size: 12 pt. Style: Bold.

Paragraph: Paragraph spacing: before 12 pt, after 6 pt. Left alignment.

Numbering: In Section 1, we define subsections: 1.1. - 1.2. - 1.3. etc. (do not use automatic numbering).

### **Text for Sections & Subsections**

Font: Size: 12 pt. Style: Regular.

Paragraph: Paragraph spacing: 0 pt. Full alignment. Indentation: 1 cm.

### **Footnotes**

Footnotes at the bottom of the page are prohibited, except for very important clarifications that cannot be included in the main body of the text. Citations to the bibliography are to be included in the main body of the text following the **APA** style, and not as footnotes.

Font size: 10 pt. No paragraph indentation. Full alignment.

## **Bibliographic References**

1. Bibliographic references are mandatory and should be formatted according to **APA** style (**with the only difference** being the use of full alignment in the bibliographic references, as suggested below in item 5).
2. The heading should be "Bibliographic References" (not Bibliography) and should not be numbered. In all other aspects, it should follow the same guidelines as other section titles (Font: Size: 14 pt, Style: **Bold**, Paragraph spacing: before 12 pt, after 6 pt, Left alignment).
3. In the text, references are cited in abbreviated form (citation), while at the end of the paper, a list of full details is provided for the works referenced (Bibliographic References), arranged alphabetically.
4. Bibliographic references are written in a consistent style, with no differentiation between foreign and Greek references.
5. In the **reference list at the end of the paper, use the same font size as in the main text and add a hanging indent of 1.25 pt from the second line to the last line of each reference (see examples below: item 2 and "Sample File for Submissions"). Full alignment.**

### **1. Indicative examples of in-text citations and references within the text:**

1. (Vamboukas, 1998) or "Vamboukas (1998) states..."
2. (Kalantzis & Cope, 2001) or "...according to Kalantzis & Cope (2001) ..."
3. (Panagiotakopoulos, 2009, pp. 25-26)

### **2. Indicative examples of bibliographic references at the end of the paper (see more information in the link [APA](#)):**

#### **A. Books**

Author, A. (year). *Title of work*. Location: Publisher.

Cengel, Y.A. & Boles, M.A. (1994). *Thermodynamics: an engineering approach*. London: McGraw Hill.

#### **B. Translated books**

Author, A. (year). *Title of work* (trans. Name of translator). Location: Publisher.

Papadopoulos, A. (2007). *The Art of Science* (trans. E. Translator). Athens: University Publishers.

#### **C. Journal article**

Author, A. (Publication year). Title of the article. *Title of the Journal, Volume and Issue Numbers, Page Range*.

Brown, P. (2013). The Role of Education in Youth Development. *Education and Development Journal*, Vol 45(No 3), 215-228.

#### **D. Chapter in an edited book**

Author, A. (Year). Title of chapter. In E. Editor (Ed.), *Title of book* (pp. xx-xx). Location: Publisher.

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York: Guilford Press.

#### E. Conference proceedings

Author, A. (year). Title of the paper. In E. Editor (Ed.), *Title of conference, date of conference* (pp. xx-xx). Location: Publisher.

Kavathatzopoulos, I. (2007). Information Technology as a tool for democratic skills. In A. Lionarakis (Ed.), *4th International Conference in Open and Distance Learning. Forms of Democracy in Education: Open Access and Distance Education, 23-25 November 2007* (pp. 155-162). Athens: Propombos.

#### F. Websites with the author's name

Author, A. (Year). *Title*. Retrieved date, from URL

Jameson, E. (2001). *NCH FACT sheets on homelessness*. Retrieved August 12, 2001, from <http://nch.ari.net/facts.html>

## **SAMPLE SUBMISSION FILE**

**Note:** On the next page, you will find a "Sample Submission File" (.docx) following the guidelines mentioned above, which you can use. Save the Sample Submission File **as a .doc or .docx file**. Please use a filename that corresponds to the type of your work (oral presentation or poster presentation or workshop) and also includes the Author's last name, like in the next examples:

**AuthorLastName5PDE\_final\_oral\_presentation**

**AuthorLastName5PDE\_final\_poster\_presentation**

**AuthorLastName5PDE\_final\_workshop**

## Presentation Title

Last and First name [=Presenter1]

Title/position, e.g. Teacher, 1st High School of Heraklion

e-mail, e.g. presenter1@sch.gr

Last and First name [=Presenter2]

Title/position, e.g. Headmaster, Primary School

e-mail, e.g. presenter2@sch.gr

### Abstract

Here is where the abstract text is placed (120-150 words).

**Keywords:** Directly below the abstract text, without an empty line, a list of up to three keywords follows.

### 1. Title of the 1st Section (e.g. 1. Introduction)

Here, the text of the section is placed according to the sample and style that has been preformatted.

Next subsection paragraph. [Note: in all paragraphs, indentation is applied at the beginning.]

### 2. Title of the 2nd Section

Text for the 2nd section, etc.

#### 2.1. Title of subsection

In the section we can define subsections: 2.1. - 2.2. - 2.3. and so on (we do not use automatic numbering). The text of the subsection follows the sample of the sections, according to the sample and the predefined style<sup>1</sup>.

#### 2.2. Title of the 2nd Subsection.

Text for the 2nd subsection.

### Bibliographic references

Βάμβουκας, Μ. Ι. (1998). *Εισαγωγή στην Ψυχοπαιδαγωγική Έρευνα και Μεθοδολογία*. Αθήνα: Εκδόσεις Γρηγόρης.

Haybron, D. M. (2008). Philosophy and the science of subjective well-being. In M. Eid & R. J. Larsen (Eds.), *The science of subjective well-being* (pp. 17-43). New York: Guilford Press.

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<sup>1</sup>Footnote text [Footnotes at the bottom of the page are prohibited, except for very important clarifications that cannot be included in the main body of the text. Font size: 10 pt. No paragraph indentation. Full justification.]

- Jameson, E. (2001). *NCH FACT sheets on homelessness*. Retrieved August 12, 2001, from <http://nch.ari.net/facts.html>
- Καψάλης, Α. & Χανιωτάκης, Ν. (2011). *Εκπαιδευτική Αξιολόγηση*, Θεσσαλονίκη: Εκδόσεις Αφοί Κυριακίδη, 2011.
- Kalantzis, M. & Core, B. (2001). Πολυγραμματισμοί. Στο Α.-Φ. Χριστίδης (Επιμ.), *Εγκυκλοπαιδικός οδηγός για τη γλώσσα* (σσ. 214-216). Θεσσαλονίκη: Κέντρο Ελληνικής Γλώσσας.
- Kavathatzopoulos, I. (2007). Information Technology as a tool for democratic skills. In A. Lionarakis (Ed.), *4th International Conference in Open and Distance Learning. Forms of Democracy in Education: Open Access and Distance Education, 23-25 November 2007* (pp. 155-162). Athens: Propombos.
- Μανούσου, Ε. (2005). Σχεδιασμός εναλλακτικού διδακτικού υλικού για ΑεξΑΕ στην πρωτοβάθμια εκπαίδευση. Στο Α. Λιοναράκης (Επιμ.), *3ο Διεθνές Συνέδριο για την Ανοικτή και εξ Αποστάσεως Εκπαίδευση. Παιδαγωγικές και Τεχνολογικές Εφαρμογές, 11-13 Νοεμβρίου 2005* (σσ. 629-637). Πάτρα: Εκδόσεις Προπομπός.
- Παναγιωτακόπουλος, Χ. (2009). *Η Συγγραφή μιας Ακαδημαϊκής Εργασίας*. Ανακτήθηκε 10 Απριλίου 2012, από [http://www.cetl.elemedu.upatras.gr/docs/stguide\\_cp.pdf](http://www.cetl.elemedu.upatras.gr/docs/stguide_cp.pdf)

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## II. INSTRUCTIONS FOR POSTER PRESENTATIONS

The posted announcements (posters) should have a **maximum size of 0.80m height x 1.20m width**, with horizontal orientation.

At the top, **the title of the work** should be prominently displayed in bold letters. Additionally, **the name and position of each presenter/creator** should be included. The content of the document should be legible and structured into sections that adequately cover the main parts of the work (indicatively: **purpose, method, work steps, results, conclusions**). **Images, diagrams, tables, or other materials** may be included in the content, if necessary, for the documentation of the work.

If there are bibliographic references (within the text), they should be cited according to the **APA** system, without the need for a bibliography at the end.

Presenters **are required to submit the posted announcement (poster in PDF format)** within the predefined topics of the Conference, along with the **full paper/presentation**, as

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**SCHOOL DEVELOPMENT FORMS FOR A SUSTAINABLE FUTURE:**

**NEW HORIZONS IN MODERN EDUCATION AND SCHOOL LEADERSHIP**

mentioned in the section: "I. FORMATTING AND SAMPLE SUBMISSION FILE INSTRUCTIONS FOR PAPERS" by **January 18, 2024**. It should be noted that the poster will not be included in the Conference proceedings, only the text of the full paper/presentation will be included.

There will be a predefined display area for the posters at the Conference Center, which will operate throughout the duration of the Conference. The presenters of each poster should place them in the designated location indicated by the Conference Administration and ensure their removal after the conclusion of the Conference. There will be time allocated for their presentation in a special session. During this session, presenters must be in front of their posters to provide clarifications as needed and to respond to potential questions.

### III. INSTRUCTIONS FOR THE WORKSHOPS

Those presenters **who wish to have their workshop included in the conference proceedings should submit a full paper/presentation** in accordance with the instructions outlined in section " I. FORMATTING AND SAMPLE SUBMISSION FILE INSTRUCTIONS FOR PAPERS " by **January 18, 2024**.