

Guidelines for Publishing with *JCSE Online*

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Author1 Affiliation

Author 2 Name
Author2 Affiliation

Author 3 Name
Author3 Affiliation

Author 4 Name
Author4 Affiliation

Author 5 Name
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Abstract

In this paper, we describe the content, submission, and formatting guidelines for *JCSE Online*. Information provided includes: the submission, review, and publication process; our purpose and an indication of the type and content sought in submissions; and expected formatting and layout of submissions.

1. Submission & Publication Process

Submitting an article to *JCSE Online* is simple. Send an e-mail message to the editor, John Thompson, at thompsjt@buffalostate.edu, describing your article and indicating whether you desire editor- or peer-review (for “refereed” publication). Attach to that message a file in MS Word or rich text format (RTF). If you desire peer-review, attach a copy of the submission in which you have replaced obvious references to author names, institutions, and publications with “omitted for anonymous review”.

Within a few days the editor should acknowledge receipt of the submission. Our goal is to provide an indication of the article’s suitability for *JCSE* within a week and comments for author consideration as to revision within three months. (Peer review comments will be summarized and communicated to the submitter by the editor.) Authors not receiving such information in a timely manner should feel free to electronically “nudge” the editor with an e-mail reminder or question as to outcome.

Submissions are assessed assuming (perhaps substantial) revision is possible, unless the submitter indicates a desire that the article be reviewed “as is”. For topically-acceptable articles, the editor(s) will combine reviewer and editor suggestions for revision. Several rounds of review and revision may occur. Authors are free to reject suggestions but (in rare cases) may risk article rejection.

We currently publish articles as they are ready rather than stockpiling them for publication as an issue. Thus, individual articles will be published during the school year.

2. Submission Content

Our primary goal is to provide well-written and clearly communicated information, ideas, and practices useful to teachers of computing in K-12 educational settings. A variety of material (article types) is published on nearly anything concerning the teaching of computing in K-12 Education or the professional development of such teachers.

JCSE Online is meant to enhance pre-college instruction in computing. Toward that end, we seek and share information with our membership through periodic, Web-based publication of items

of interest to those who teach about computers, computing, and computer science. Items included normally address the content or pedagogy of programming, computer literacy/fluency, and computer skills courses or instructional aids for them. Our interests include but are not limited to:

- Academic and research articles relating to the teaching of computing in K-12 education
- Pedagogical articles describing and explaining the rationale for some teaching practice, approach, or lesson
- Theoretical articles explaining or arguing particular principles or models of learning, teaching, curriculum development, content perspective-taking, etc.
- Explanatory articles providing teachers with professional development information, e.g., understanding hardware and software (TCP/IP, worm/virus operation, file systems, etc.), conceptual understanding (e.g., encryption, XML),
- Reports concerning computing, e.g., curriculum and policy recommendations
- Well-reasoned opinion pieces
- Book, software, and site reviews
- Reports of/from conferences, programming contests, etc.
- Letters to the editor
- Announcements of appropriate instructional materials and professional conferences

If you have something in mind that is not on this list, contact the editor(s). If you think the article would have relevance for teachers of computing in pre-college education we want to consider it.

We ask that authors follow some simple guidelines. In essence, we ask you to make your paper look like this document. The easiest way to do this is simply to down-load the template file, and replace the content with your own material. The document both explains and exemplifies the desired formatting.

There are no formal limits to the length of articles (short or long). We want authors to be able to clearly communicate the desired information. That being said, communication is not always enhanced with more words. Strunk and White (1979) encourage conciseness and clarity. So do we.

3. Document Content and Layout

This document both illustrates and identifies the expected content and formatting of submissions with respect to required and optional sections/material and its presentation. The elements (required indicated by an asterisk) and their ordering are:

- Title*
- Author names and affiliations*, e.g., school or business name
- Abstract*
- The body of the document*

- References (required if citations are used)
- Acknowledgements
- Author Information
- Graphic elements (non-inline items), each on a separate page and each with a separate original content file
- Appendices (each beginning on a separate column or page, as appropriate)

This list may well not be inclusive. For other content check with the editor about its inclusion and position or make your best guess and indicate what you did in the e-mail submission message.

3.1 Margins and General Formatting

The document should have 3/4 inch (0.75") left and right margins and 1 inch top and bottom margins. Except for title and author information, and possibly appendices, all material should be in two columns (each 3.38 inches wide) with a quarter inch (0.25") between them. Full justification should be used.

The entire document should use minimal automatic formatting. All lines are to be single spaced with no before or after spacing or indentation. Blank lines should be used for spacing between elements following the example of this document. Except for the space between heading numbers and heading titles (and perhaps in code or other specially formatted text) use single spaces between words, sentences, etc.

3.2 Title and Authors

The title (Helvetica, 18-point bold) and author name(s) (Helvetica, 12-point) and affiliation(s) (Helvetica, 10-point) run across the full width of the page. See the top of this page for an example with five authors. If only one address is needed, center all address text or use a centered tab stop. For two addresses, use two centered tabs, and so on.

3.3 Abstracts

Abstracts are required for possible use in communicating content to non-subscribers. Take care that abstracts clearly communicate the overall paper content. Suggested size is 50 to 100 words. There should be two normal (9-point Roman) blank line between the abstract title and author's affiliation.

3.4 Normal or Body Text

Use a 9-point Times or Times Roman font for the body of the article. Use sans-serif fonts only for special purposes such as article title and author information. For code fragments or similar material use the Courier font with a size 1 point smaller than surrounding proportional font content (e.g., the e-mail address in section 1, paragraph 1 is 8-point Courier amid 9-point Times New Roman). Right margins should be justified, not ragged.

Again, avoid any special formatting such as indentation or spacing before or after paragraphs. Use one blank line to separate paragraphs.

3.5 Subsequent Pages

For pages other than the first page, start at the top of the page, and continue in double-column format. The two columns on the last page should be as close to equal length as possible.

3.6 Page Numbering, Headers, and Footers

Do not include headers, footers, or page numbers in your submission. These will be added when the publications are assembled.

3.7 Figures, Tables, Code Samples etc.

Generally, authors should place these items in the document as close to the reference as reasonable. Additionally, a separate file should be submitted for each such figure and the originating application identified. Generally, figures and tables should fit within the two-column formatting, but if absolutely necessary, they may extend across both columns to a maximum width of 7 inches.

3.7.1 Figures

Figures are non-text elements that do not automatically scroll with document text. They should be placed at the end of the document, each on a separate page. For such items a notation in the document should indicate placement (see the notation below). The caption should be placed below the figure using 9-point Times New Roman font. Number figures sequentially within the document using a period after the number but not after the title. Captions should be centered or left justified as befits the particular figure. Two blank text lines should come before and after the figure.

<< place Figure 1 about here>>

3.7.2 Tables

Tables are text elements that will automatically scroll with document text. In the final draft, they should be placed as close to the first reference as possible but avoiding any column or page break in the table. The body of the table will normally be 8-point Times Roman. Tables that do not fit in columns may use the full page width. The caption should be placed above the figure using 9-point Times New Roman font. Number tables sequentially within the document. For the title, place a period after the number but not after the title and center or left align it as befits the particular table. Two blank text lines should come before and after the table.

3.7.3 Code Samples

When possible code samples should follow columnar format. Code samples should use 8-point Courier font. Title and number these items as you would tables, e.g. "Code Sample 1. Module to ..." with the title occurring below the sample in most cases. Code samples may not fit within the columns and need to be spread across the entire page. Appendices may more appropriate than placing full-page samples within the prose. Small code elements may use block quote formatting, i.e., be indented 1/8 inch (0.13") and inserted directly into the column. No title is necessary. Proof-reading and formatting of code is as or more important than that of text. Use multiple (2-3) spaces rather than tabs to produce indentation. Be consistent in the use of indentation, documentation, layout, etc.

3.8 Section Headings

Section headings and subheadings should be in Times New Roman bold font. Each level of heading should be numbered and decrease in size by 1 point beginning with 12-point bold in flush left.

Sections and subsequent subsections headings should also be numbered and flush left. For a section head and a subsection head together, use no additional space above the subsection head. Table one illustrates decreasing level formatting.

Table 1. Heading and Subheading Examples

1. Heading
1.1 First Level Subheading
1.1.1 Second Level Subheading
1.1.1.1 Third Level Subheading

3.9 Footnotes, References, and Citations

Footnotes¹ should be Times New Roman 8-point and left-aligned. Arabic numbering should be used with a single count throughout the document.

APA style should be used for citations and references. Examples of common citation forms are:

- Author-1, Author-2, and Author-3 (yyyy) identify three characteristics ...—used when the authors form the subject of the sentence.
- Author-1 et al. (yyyy) suggest ...—used for second and later citations of an article with authors as sentence subject. When in the same paragraph, omit the year for this and all other forms.
- Three characteristics have been identified (Author-1, Author-2 & Author-3, yyyy)—used when authors are not the subject of the sentence.

References should be published materials accessible to the public. Internal technical reports may be cited only if they are easily accessible (i.e., you can give the postal or URL address to obtain the report within your citation) and may be obtained by any reader at no or very low cost. Proprietary information may not be cited. Private communications should be acknowledged, not referenced (e.g., “[Robertson, personal communication, April, 2005]”).

Every citation should have a matching reference and each reference should be cited². Un-cited material that influenced or informed the author(s) deemed useful for readers to know about should be included in a section titled “Additional Reference Material”. Items there should be formatted the same as the cited references.

The reference section of this document illustrates the formatting of references. Each reference should form a paragraph that uses a 1/8 inch (0.13”) hanging indent. The items/paragraphs should not have blank lines separating them. In general:

- Capitalize only the first word of the article or title (conference names are treated as proper nouns).
- Use italics for book, journal, and proceeding titles and volume numbers (and titles of unpublished papers).

¹ This is an example footnote—8-point Times New Roman, otherwise pretty much following MS Word automatic formatting..

² Note that this document does not follow the rule about all references having citations and all citations having a corresponding reference.

- Arrange the references alphabetically by first author’s last name and by year for identical authors.

Note that the heading for the references section does not contain a number (similar to the abstract section title). Only the sections within the body of the paper are numbered.

3.10 Additional Content

3.10.1 Acknowledgements

Authors are encouraged to acknowledge any people or organizations that contributed to their articles. Proof readers and other who supplied particularly useful information or otherwise supported the effort should be given credit for their assistance.

3.10.2 Author Information

We request that authors supply contact information as an additional means of crediting their institutions/employers and to allow interested readers to further contact them. Phone numbers and Web sites should be considered optional, but desired. Additionally, we encourage authors to share a bit of personal information about them such as particular professional interests or hobbies. A **short** list of accomplishments might also be reasonable (in total this should be perhaps 5-6 lines in a single column).

References

- East, J. P. (2001a). Title of paper published in proceedings of a regularly occurring conference. *Proceedings of Whatever Conference, 27*, 395-413.
- East, J. P. (2002, June). *Unpublished conference paper title*. Paper presented at Whatever Conference, City, State/Country.
- East, J. P. (2003a). Regular journal article title. *Journal title, 32*(2), 21-31.
- East, J. P. (2003b). Online article title. *JCSE Online, 15*(2). Retrieved February 3, 2005, from http://www.iste.org/jcse15_2/east.html.
- East, J. P., Doe, J., & Public, J. Q. (2004). Book chapter title. In *Book title* (pp. 24-39). Cedar Falls, IA: UNI Press.
- Strunk, W., Jr., & White, E. B. (1979). *The elements of style* (3rd ed.). New York: Macmillan.

Acknowledgements

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Author Information

J. Philip East
Computer Science Department
University of Northern Iowa
Cedar Falls, IA 50614-0507
319-273-2939
east@cs.uni.edu
<http://www.cns.uni.edu/~east>

Philip enjoys thinking and talking theoretically about teaching and learning and the biological basis for them. When not doing that or teaching or working to enhance computing education, he likes to read science fiction, play golf (poorly), or watch nearly anything on TV. He is enjoying grandfatherhood more than he expected.

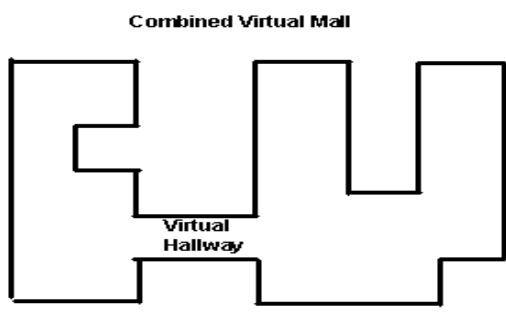


Figure 1. A Virtual (?) Figure