

COMPUTER SUPPPORT FOR COLLABORATIVE LEARNING

Subtitle if any

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Abstract: Your poster should have an abstract. The font size should be 8 pts. And the paragraph should be indented 0,5 at each side. 16 points spacing before and after.

1. INTRODUCTION

Please read these poster, IE and demos camera-ready instructions carefully. This is a modified Kluwer format. The title and possible a subtitle should have the same font and size as before. Then the authors name(s), and affiliations follow. Please use full first name, the “&”, and use superscript to identify the authors affiliations as shown in the example. Please include only the main author’s e-mail address. The abstract should be indented 0.5 cm at each side. Also notice the spacing for these elements (see section 2.3). The rest of the specifications are the same as the original Kluwer format with the exception that you should not include an affiliation section at the end of the paper because this is now part of the front page. All graphics will be printed in black and white. Max 3 pages are allowed for posters and demos, 4 pages for IE descriptions. This time there should be no separate title page.

2. FORMATTING INSTRUCTIONS

2.1. Format and Style

The text should be in clear, concise English. Please be consistent in punctuation, abbreviations, spelling (British vs. American), headings, and the style of referencing. Camera-ready copy will be printed exactly as it has been submitted, so please make sure your text has been proofread with care.

We recommend using the formatting styles function in your word processing application for the text, subheads, etc. rather than changing layout settings in every place. This way you will obtain maximum consistency in layout. Changes in the layout can be made by changing the relevant styles.

It is possible to use this document as an example of formatting and layout.

2.2. Fonts

The font for your manuscript should be Times New Roman. The text should be justified, and the text area is 14 x 21.5 cm (we have added 2 cm in width and length) including running head. Body text should be 10 pts, and Quotations, Notes, References and Abstracts 8 pts. The affiliations information (e-mail and institution), after the author names and before the abstract, should have 9 pts. Apart from exceptions that will be mentioned below, all spacing should be single.

2.3. Layout of the Opening Chapter Page

The opening page of a contribution to an edited volume should always be a right-hand page and should show the title, possibly a subtitle, the contributor's name, and affiliations. The chapter title should be in 14 pts, capital letters. The subtitle, if used, should be in 11 pts, upper and lower case, italicized. The contributor's name should be in 12 pts, capital letters and bold. The affiliation information should be in 9 pts. All the above should be centered. This should be followed by the abstract. Start with the title. Leave 10 pts between title and subtitle if there is a subtitle. Leave 16 pts after the subtitle (if used) or 26 pts after the title (if no subtitle is used).

Table 1. Formatting instructions

<i>Text item</i>	<i>Font size</i>	<i>Case</i>	<i>Alignment</i>	<i>Spacing</i>
Chapter title	14 pts	capitals	centered	No subtitle: 26 pts below title Subtitle: 10 pts below title
Subtitle (if used)	11 pts	upper and lower case	Centered	16 pts below subtitle
Author name	12 pts	capitals	Centered	6 pts below name
Affiliations	9 pts	Upper and lower case	Centered	
Abstract	8pts		Indented 0,5 cm at both sides	16 before and after

3. SUBHEADS

If numbering is used in headings, it should be Arabic, not Roman. Please distinguish between the following four levels of headings:

4. SUBHEADS, FIRST ORDER

10 pts, capitals, centered. Leave 16 pts space above and 8 pts space below.

4.1. Subheads, Second Order

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 8 pts space below.

4.1.1. Subheads, Third Order

10 pts, upper and lower case, italics, left aligned. Leave 16 pts space above, 0 pts space below.

Subheads, Fourth Order. 10 pts, upper and lower case, italics, left aligned. No numbering is used. Text continues directly after subhead. Leave 16 pts space above.

4.2 Remarks

Where a subhead appears directly after another subhead (such as happens with paragraph 2 and 2.1 in this document, see above) less space should be left in between them. In this case, the space above the first subhead remains the same. 8 pts space below the first subhead becomes 4 pts space below. If the second subhead has 16 pts above, this is reduced to 8 pts space above. The space below the second subhead remains the same.

5. RUNNING HEADS AND NEW PARAGRAPHS

The running heads of a contribution to an edited volume should be as follows:

○left-hand pages: page number flush left
 author's name centered, in (small) capitals

○right-hand pages: page number flush right
 title of contribution centered, in (small) capitals

If the title is very long, please make an abbreviated title of not more than 40 characters (including spaces) to be used as a running head. The font size is 10, leave 12 pts space below. Exception: the opening page of a chapter, the Table of Contents, a Preface, Acknowledgements or Index do not have a running head. On these pages, the page number is displayed at the bottom of the page, centered. The following pages of these chapters show the title of the chapter in the running head on both left and right side.

New paragraphs should be indented by 0.5 cm except after titles and subheadings.

6. FIGURES AND PHOTOGRAPHS

Normal figures must be embedded in the text (rather than supplied separately). Legends for figures and illustrations should not be incorporated into the figure itself, and they should be listed in numerical order (headed as *Figure x. Title*). Legends should be italicized, centered, 9 pts, below the figure. Leave 12 pts above and below the legend. See Figure 1 below for an example. Please pay attention to the format of the pictures. Screen dumps, photos, pictures, etc. should be 300 dpi files with a .tif extension; line figures should be 600 dpi bitmaps (.bmp). We will print colour images in black and white.



Figure 1. Sample figure.

7. EQUATIONS

Equations should be italicized and centered on the page, with the equation number in parentheses, flush right. Please put 12 pts space above and below the equation.

$$E=mc^2 \quad (1)$$

Wherever possible, try to avoid breaking equations between parentheses, brackets, or braces.

8. SAMPLE SENTENCES

Sample sentence numbers should be indented 0.5 cm. The sentence itself should be indented 2 cm.

- (1) Please put 12 pts space above and below the sample sentence.

9. QUOTATIONS

Quotations are 8 pts, and should be indented 1 cm on the left and on the right, with 6 pts space above and below the quotation.

After long quotations, follow indentation or lack of indentation depending on whether a new paragraph is required.

10. TABLES

Please center tables on the page, unless it is necessary to use the full page width. Exceptionally large tables may be placed landscape (90° rotated) on the page, with the top of the table at the left-hand margin. Legends should be italicized, centered, 9 pts, above the table. Leave 12 pts above and below the legend. An example of a table is given below.

Table 2. Vegetable colours

<i>Vegetable</i>	<i>Colour</i>
Carrot	Orange
Leek	Green/White
Red pepper	Red
Parsnip	Off-white

11. NOTES

Position before the References. Consider Notes title as a Subhead first order. All the Notes should be in 8 pts. Use superscript for numbering the Notes and indent slightly after the number. In an edited volume the numbering starts over with each new chapter or section.

12. REFERENCES

Consider References title as a Subhead first order. The font size should be 8 pts. Second and subsequent lines of each reference are to be indented slightly (0.5 cm).

REFERENCES SHOULD FOLLOW THE APA STYLE. You can find examples of this style on the internet. (Search for APA-style and see example below.)

- Alavi, M. (1994). Computer mediated collaborative learning: An empirical evaluation. *MIS Quarterly*, June, 159-174.
- Beuschel, W., Gaiser, B. & Draheim, S. (2003). Communication Needs of Online Students. In Aggarwal, A. (ed.). *Web-Based Education: Learning from Experience*. Idea-Group Publ., Hershey/MA (in print).
- Beuschel, W., & Gaiser, B. (2002). Usage of an Instant Messaging System in a University Learning Environment. In: *Natural and Artificial Intelligence Systems Organizations (NAISO) (ed.). Proc. of the International NAISO Congress "Networked Learning in a Global Environment – Challenges and Solutions for Virtual Education"*, May 1-4, 2002, Berlin, ICSC-NAISO Academic Press, Canada/The Netherlands.
- Bismarck, W.-B.v., Bungard, W., & Held, M. (1999). Is informal communication needed, wanted and supported? Lecture at: 8th International Conference on Human-Computer-Interaction, Munich.