



# Microsoft Word Template for the Polytechnica: Journal of Technology Education

**Author's Name 1, Author's Name 2**

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## **Abstract**

*The abstract is to be in fully-justified italicized text, at the top of the left-hand column as presented here, below the author information. Use the word "Abstract." in 10-point Calibri, boldface type, left positioned, initially capitalized, followed by one blank line and abstract in 10-point Calibri, single-spaced, up to 200 words long. Leave one blank line after the abstract, and then begin the keywords. Use the word "Keywords:" in 10-point Calibri, italicized boldface type, left positioned, initially capitalized, followed by up to five keywords in 10-point, italicized, separated by semicolon. The keyword list should end with a dot. Leave two blank lines after the keywords, and then begin the main text.*

**Keywords:** *keyword one; keyword two; keyword three; keyword four; keyword five.*

## **1 Introduction**

This is an example of a *Polytechnica: Journal of Technology Education* submission. These guidelines include complete description of the paper style including formatting, fonts, spacing, alignment and related information for producing your paper manuscripts. This template can be used to create your own paper but if you are uncomfortable with this it can serve you only as a guide to write your paper.

It is common that the main text of the article begins with an Introduction section but if your article does not have such a structure you do not need to hold on to that. If you have any troubles or if you are in doubt do not hesitate to contact us via e-mail: [cte@uniri.hr](mailto:cte@uniri.hr).

## **2 Format of Paper Manuscript**

Paper should be written in English or in Croatian. Text must be kept within a print area of 16 cm (6.3") wide by 24.7 (9.7") high. Do not write anything outside the print area. Paper size is A4: 21x29.7 cm (8.3x11.7"). Margins (top, bottom, left, right) are 2.5 cm (1"). Text must be in 10-points Calibri, single-spaced. All text must be in a two-column format. Columns are to be 7.7 cm (3") wide, with a 0.6 cm (0.24") space between them. Text must be fully justified. Indent each paragraph by 0.5 cm (0.2") except first paragraph in a section. The final submission has to be submitted in a single PDF file with all fonts that are used embedded, and also the source file (Microsoft Word, RTF, LaTeX, ...). The main title of paper should be centered, in Calibri 18-point, bold face. Leave a blank line 18-point after the title.

## **3 First-order Headings**

First-order headings should be Calibri 14-point boldface, initially capitalized, flush left, with two

blank lines 10-points before, and one blank line 10-points after.

Don't use periods (".") after the heading number, use them only in lower order headings to separate them from higher order headings.

### 3.1 Second-order Headings

Second-order headings should be Calibri 12-point boldface, initially capitalized, flush left, with one blank line 10-points before, and one blank line 10-points after.

#### 3.1.1 Third-order Headings

Third-order headings should be Calibri 10-point boldface, initially capitalized, flush left, with one blank line 10-points before, and one blank line 10-points after.

## 4 Figures

Figure captions are to be below the figures, in 8-point Calibri, normalface. Initially capitalize only the first word of each figure caption.



Figure 1. Figure title

Figures are to be numbered consecutively with Arabic numerals throughout the paper, for example: "Figure 1. Figure title", and are referred to in the text as Figure 1, Figure 2, etc.

## 5 Tables

Tables captions are to be below the tables, in 8-point Calibri, normalface. Initially capitalize only the first word of each table caption.

	Column 1	Column 2
Row 1	11	12
Row 2	21	22

Table 1. Table caption

Tables are to be numbered consecutively with Arabic numerals throughout the paper, for example: "Table 1. Table caption", and are referred to in the text as Table 1, Table 2, etc.

## 6 Footnotes

Place footnotes at the bottom of the column on the page on which they are referenced.<sup>1</sup>

## 7 Citations and Referencing

When cited in the text, enclose the author surname(s) and the publication year in brackets, for example (Surname, year) or (Surname, year, p. x) where x is the page number of the cited reference.

References in the References section should be arranged first alphabetically and then further sorted chronologically if necessary. More than one reference from the same author(s) in the same year must be identified by the letters 'a', 'b', 'c', etc., placed after the year of publication, for example (Surname, 2010a) and (Surname, 2010b).

List and number all bibliographical references, alphabetically sorted, in 10-point Calibri, single-spaced, with a 0,5 cm (0.2") hanging indent, at the end of your paper. Use 6-point paragraph spacing after each reference.

In the References section you can find examples of the common types of bibliographical items: book (Tourangeau, Conrad, Couper, 2013, p. 52), journal paper (Skitka, Sargis, 2006), journal paper with more than three authors (Shukor et al., 2014), conference proceedings paper (Steingartner, Novitzká, 2015), and web page ("Web Content Accessibility Guidelines (WCAG) 2.0," 2008). For other types of bibliographical items refer the APA style guidelines. It should be ensured that every reference cited in the text is also listed in the References section (and vice versa).

## References

- Skitka, L. J., Sargis, E. G. (2006). The Internet as psychological laboratory. *Annual Review of Psychology*, 57(1), 529–555.
- Tourangeau, R., Conrad, F. G., Couper, M. P. (2013). *The Science of Web Surveys*. New York: Oxford University Press.

<sup>1</sup> This is footnote text. For footnote use Calibri 8-point type, single-spaced.

Shukor, N. A., Tasir, Z., Van der Meijden, H., Harun, J. (2014). A Predictive Model to Evaluate Students' Cognitive Engagement in Online Learning. *Procedia - Social and Behavioral Sciences*, 116, 4844-4853. doi:10.1016/j.sbspro.2014.01.1036

Steingartner, W., Novitzká, V. (2015). A new approach to operational semantics by categories.

In T. Hunjak, V. Kirinić, M. Konecki (Eds.), *Proceedings of the 26th Central European Conference on Information and Intelligent System (CECIIS 2015)* (pp. 247–254). University of Zagreb, Faculty of Organization and Informatics Varaždin.

Web Content Accessibility Guidelines (WCAG) 2.0. (2008). Retrieved from <https://www.w3.org>