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|  | The 2nd Global Trends in E-learning Forum  Forum homepage: https://gtel.sa/ |  |

**GTEL Formatting Guidelines for Authors Using the Word Template**

First Author Name a, \*, Second Author Name a, Third Author Name a,b, Fourth Author Name b, Fifth Author Name b

a University Name, Faculty Group, Department, Street Address, City, Country, Postal Code

b Company Name, Street Address, City, Country, Postal Code

Abstract

The abstract should contain between 100 and 200 words. A concise and factual abstract is required. The abstract should state briefly the purpose of the research, the principal results and major conclusions. An abstract is often presented separately from the article, so it must be able to stand alone. For this reason, References should be avoided, but if essential, then cite the author(s) and year(s). Also, non-standard or uncommon abbreviations should be avoided, but if essential they must be defined at their first mention in the abstract itself.

Keywords: Keyword1, Keyword2, Keyword3(Please select a maximum of 6 keywords from the keyword list)

1. How to use the template

Using this template will enable you to prepare your paper in accordance with the instructions for authors for GTEL papers with a minimal amount of manual styling and formatting.

* 1. *Subsections*

Divide your article into clearly defined and numbered sections. Subsections should be numbered 1.1 (then 1.1.1, 1.1.2, ...), 1.2, etc. (the abstract, Acknowledgements, and References are not included in section numbering).

1. Format

Text should be produced within the dimensions shown on these pages; Make use of the maximum stipulated length apart from the following two exceptions: (i) do not begin a new section directly at the bottom of a page, but transfer the heading to the top of the next column; (ii) you may exceed the length of the text area by *one line only* in order to complete a section of text or a paragraph.

You must use 1.0 (single) line spacing. However, when typing complicated mathematical text it is important to increase the space between the text lines in order to prevent sub- and superscript fonts overlapping one another and making your printed matter illegible.

All text should be Times New Roman (or Times Roman) with font sizes as follow: Title 16pt, Authors 10pt, Addresses 8pt, Abstract including abstract title 9pt, Keywords 8pt, Body text 10pt, Level 1 headings 10pt bold, Level 2 headings 10pt italic, Level 3 headings 10pt italic no space below, Level 4 headings 10pt italic no space below and text runs on, Footnotes 8pt.

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1. Figures and graphs

All illustrations should be clearly displayed by leaving at least a single line of spacing above and below them. When placing a figure at the top of a page, the top of the figure should be at the same level as the first text line of the other column. Figures and graphs should also be large enough for the figure to be clear. Figure captions should appear below the figure. The captions should be clear and simple. Captions should be 8 point Times font, centred with the figure. The words “Fig. 1.” should be in bold as shown in the example figure in this document. The caption should end with a full stop. You can also use one column for large figures (**see Fig. 2 in the last page of template for submission**).



**Fig. 1.** Figure example.

1. Tables

Tables should have a title which makes the general meaning understandable without reference to the text. Tables should be presented in the form shown in Table 1, with all text, including title 8pt. Their layout should be consistent throughout. Horizontal lines should be placed above and below table headings, above the subheadings and at the end of the table above any notes. Vertical lines should be avoided. Table borders should be simple ½ point lines (no double or bold lines). The header row of the table should be in bold type, not italic. Table captions should appear above the table. The captions should be clear and simple. Captions should be 8 point Times New Roman font, centred with the table. The words “Table 1” should be in bold as shown in the example figure in this document. The caption should end with a full stop. You can also use one column for large tables (**see Table 2 in the last page of template for submission**).

**Table 1**

Result of experiments.

|  |  |  |
| --- | --- | --- |
|  | **Method Accuracy** |  |
|  | **Method X** | **Method Y** |
| A | 1.0 | 1.0 |
| B | 2.0 | 0.1 |
| C | 50.5 | 1.0 |

1. Equations

Equations should be placed flush-left with the text margin and should be preceded and followed by one line of white. Equations should appear in line with the text, and should be numbered sequentially in parentheses on the right. For example:

(1)

The normal size of variables within the equation should be 10 points, with appropriate changes in size for subscripts, superscripts, etc.

**Acknowledgments**

Collate acknowledgements in a separate section at the end of the article before the references. You may provide the name of supported foundation here. Do not number this section.

**References**

The references should be brought together at the end of the article. Authors should check whether every reference in the text appears in the list of references. The font size for the reference list should be 9pt.

References to other publications must be based on APA style (<https://apastyle.apa.org/>) and carefully checked for completeness, accuracy and consistency. Citations in the text can be placed at the end of a sentence by using the surname of the author followed by a comma and the year of publication; for example (Kline, 2000). Alternatively, the author's name may be included in the text, and just the date and additional information placed within the brackets; for example Foo and Kelso (2001). At the end of the paper a reference list should be arranged alphabetically by author.

**For books**

Author, A. A., & Author, B. B. (Year). Title of work: Subtitle (edition.). (Volume(s).). Publisher.

e.g.

Rosenthal, R., Rosnow, R. L., & Rubin, D. B. (2000). Contrasts and effect sizes in behavioral research: A correlational approach. Cambridge University Press.

**For journals**

Article Author, A. A., & Article Author, B. B. (Year). Title of article. Title of Journal, volume number(issue number), inclusive page numbers.

e.g.

Parker, G., & Roy, K. (2001). Adolescent depression: A review. Australian and New Zealand Journal of Psychiatry, 35(5), 572-580.

**For conference paper**

Author, A., & Author, B. (Year, Month date). Title of paper [Paper presentation]. Title of Conference: Subtitle of Conference, Location. DOI or URL

e.g.

Balakrishnan, R. (2006, March 25-26). Why aren't we using 3d user interfaces, and will we ever? [Paper presentation]. IEEE Symposium on 3D User Interfaces, Alexandria, VA. https://doi.org/10.1109/VR.2006.148

**Author Biographies**

First Author This paragraph should be maximum 150 words and may contain the authors’ full names followed by current positions; the author’s educational background should be listed including institution information and year of graduation (type and level of degree received); work experience; current and previous research interests; memberships of professional societies and awards received. If a photograph is provided, the biography will be indented around it. The photograph is placed at the top left of the biography.

Second Author This paragraph should be maximum 150 words and may contain the authors’ full names followed by current positions; the author’s educational background should be listed including institution information and year of graduation (type and level of degree received); work experience; current and previous research interests; memberships of professional societies and awards received. If a photograph is provided, the biography will be indented around it. The photograph is placed at the top left of the biography.

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**Fig. 2.** Example of using one column for large figures.

**Table 2**

Results of experiments and comparisons.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Method Accuracy** |  |  | **Computation Time** | |  |
|  | **Method X** | **Method Y** |  | **Method X** | **Method Y** | |
| A | 6.5 | 0.35 |  | 2.0 | | 0.30 |
| B | 4.1 | 0.05 |  | 2 | | 0.02 |
| C | 60.0 | 1.0 |  | 50.0 | | <0.10 |