Guidelines for Publishing
Journal for Computing Teachers (*JCT*)

Author 1 Name
Author1 Affiliation

Author 2 Name
Author2 Affiliation

Author 3 Name
Author3 Affiliation

Abstract

This Guidelines for Publishing document provides you with information on the content, submission, and formatting guidelines for the *Journal for Computing Teachers* (*JCT*). We want the journal to have a consistent appearance so authors are asked to adhere to a few basic guidelines. The following information explains those guidelines and 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. Basically, format your paper like this document. The easiest way to do that is simply to download this document, and replace the content with your own material.

Our intention is to publish two-three issues of *JCT* per year.

1. Submission & Publication Process

Submitting an article to *JCT* is simple. Send an e-mail message to the Winter 2013 editor (as well as issues beyond), Dr. Lucianne Brown, at lbrown3@govst.edu; docbrown1944@gmail.com; or lucianne@gagatec.com, describing your material and indicating whether you desire editor-only review or peer-review ("refereed"). Attach your submission in a MS Word file. Do not submit a zip file. If the file attachment is larger than 5MB, contact the editor for additional directions. Within a few days after sending your e-mail, the editor should acknowledge receipt of your submission. The editor may decline to consider material for several reasons, including inappropriate topic and a lack of adherence to these submission guidelines. **The editor retains the final authority to accept or reject submitted material.**

Our goal is to provide an indication of the article's suitability for *JCT* within one-two weeks and provide comments for author consideration as to any suggested revisions within two-three months. 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 the status of the submitted material.

Once material has been accepted for publication in *JCT*, the author is asked to submit a final draft, including any recommended changes, in a timely manner. Authors are free to reject suggestions but

doing so may cause submissions to be rejected.

The contents of *JCT* are copyrighted. All *JCT* authors are asked to sign an "ISTE Periodicals Copyright Agreement," which will be provided to authors prior to publication in *JCT* after their papers are accepted for publication. This agreement speaks to various issues, such as what rights are retained by authors, how authors may use their own work retained by authors, how authors may use their own work in other publications, and assurances from the author(s).

The submission of material to *JCT* implies that it contains no copyrighted parts and is not currently under review for any other publication, including conference proceedings. If any portion of the submission, or any other version of it, has appeared, or is scheduled to appear in another publication of any kind, the editor must be made aware of the details of such publication at the time of submission. Papers that have been presented at previous conferences and other venues may still be considered for inclusion for various reasons, including if the paper is significantly altered or lengthened.

Any factual inaccuracies or opinions expressed in submitted material are the author's own, and do not necessarily reflect the knowledge, views, or positions of *JCT*, editor, or ISTE. Authors are responsible for the accuracy of all citations and references. It is the responsibility of the author to obtain any permissions for the use of any copyrighted materials in the material prior to submission. *JCT* retains the right to remove any material from publication at any time for any reason.

Any questions concerning the review and publication process should be directed to the editor.

1.1 Peer-review Process

If you desire peer-review, attach a copy of the paper in which you have replaced obvious references to author names, institutions, and other identifying information with the phrase "omitted for peer review." All identifying information should appear on a separate cover page to protect the identities of the author and the reviewers. If you cite your own (co-authored work(s) that could identify you to reviewers, replace your name in the citation(s) with "Author." If accepted for review following a preliminary review by the editor, the paper will be forwarded to at least two members of the Editorial Review Board. Names of reviewers will not be released to authors, nor will reviewers know the identities of authors or places of employment for work they review.

Several rounds of review and revision may occur. When reviews are completed, you will be notified whether your manuscript was accepted as-is, accepted with suggested corrections or revisions (minor or major), or declined. For otherwise acceptable articles, the editor will send the author any reviewer and editor comments and suggestions for revision. Papers are submitted assuming revision (perhaps substantial) may be necessary, unless the submitter indicates a desire that the article be reviewed "as-is."

2. Submission Content
As *JCT* is meant to enhance pre-college instruction in computing, we seek and share information through periodic, Web-based publication of items of interest to those who teach with or about computers, computing, and computer science. Our primary goal is to provide well-written and clearly communicated information, ideas, and practices useful to computing teachers in K–12 educational settings. *JCT* spotlights current events and research results in addition to the inclusion of useful practices involving teaching computers and about computers.

So the journal includes material on a wide range of topics – formal research papers to classroom teaching tips and personal experiences. Items may address the content or pedagogy of programming, computer literacy/fluency, and computer skills courses or instructional aids for them. Additionally, material is published on nearly everything concerning the teaching of computing in K–12 education or the professional development of such teachers. Our publication interests include but certainly are not limited to:

- Academic and research papers relating to the teaching of computing in K-12 education
- Pedagogical articles describing and explaining the rationale for a 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
- Reports concerning computing, e.g., curriculum and policy recommendations
- Opinion pieces
- Book, software, and site reviews
- Reports about conferences, computer 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. If you have written or developed something that would have relevance for teachers of computing in pre-college education, we will give it every consideration.

There are no formal minimum or maximum limits to the length of articles. We want authors to be able to clearly communicate the desired information, regardless of the amount of words or pages. That being said, communication is not always enhanced with more words.

3. Document Content and Layout

This document both illustrates and identifies the expected content and formatting of submissions with respect to the required and optional sections/materials and their presentation. The elements (asterisk indicates required) and their ordering are as follows:

- Title*
- Author names and affiliations* (i.e., school or business name)
- Abstract*
- Body of the document*
- References (required if in-text 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

The above list is not inclusive. For other content, check with the editor about its inclusion and position.

3.1 Margins and General Formatting

The document should have 3/4 inch (0.75") left and right margins and one-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.

All lines are to be single-spaced with no extra before or after spacing or indentation. Blank lines should be used for spacing between sections 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 one single space (not two spaces) between sentences.

3.2 Title and Authors

The title (Helvetica or Arial, 18-point bold) and author name(s) (Helvetica or Arial, 12-point) and affiliation(s) (Helvetica or Arial, 10-point) are centered across the full width of the page. See the top of this publishing guidelines document for an example with three authors. There should be one normal 10-point blank line between the title and "author name."

3.3 Abstracts

Abstracts are required. Take care that abstracts clearly communicate the overall paper content. Suggested size is 50 to 100 words. There should be one normal 10-point blank line between the author information and "Abstract."

3.4 Normal or Body Text

Use a 10-point Times New Roman font for the body of the article. Use sans-serif ((Helvetica or Arial) fonts only for special purposes such as article title and author information. For code fragments or similar material use Courier font with a size one point smaller than surrounding proportional font content (e.g., the e-mail address in section one, paragraph one is eight-point Courier amid 10-point Times New Roman). Right margins should be fully justified ("flush"), not ragged.

Avoid any special formatting such as indentation or extra 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 publication issue is assembled.

3.7 Figures, Tables, Code Samples, etc.

Generally, you should place these items in the document as close to the reference as reasonable. 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 seven inches.

3.7.1 Figures

Figures are non-text elements that do not automatically scroll with document text. They should be placed in the document where the author wants them to appear. The caption should be placed below the figure using 10-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. One blank text line should be inserted before and after the figure.

3.7.2 Tables

Tables are text elements that will automatically scroll with document text. 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 eight-point Times New Roman. Tables that do no fit in columns can extend across both columns to a maximum width of seven inches. The caption should be placed above the figure using 10-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. One blank text line should be inserted before and after a table.

3.7.3 Code Samples

If at all possible, code samples should follow columnar format. Code samples should use eight-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. Including in appendices may be more appropriate than placing full-page samples within the text of the article. Small code elements may use block quote formatting (i.e., be indented 1/8 inch or 0.13") and inserted directly into the column. No title is necessary. Proof-reading and formatting code is just as important as the text. Use multiple (two-three) spaces rather than tabs to produce indentation. Be consistent in the use of indentation, documentation, layout, etc. when including code.

3.7.4 Grammar and Construction

The journal follows certain usage conventions.

- All papers must be written in English. If English is not your first language, please ask an English-speaking colleague to proofread your paper.
- Use the following spellings in all submitted material: online, Web, Web site (two words), homepage, Internet, online, URL, e-mail, e-journal, e-learning, podcast, HTML, PDF, download, screenshot, freeware, CD, CD-ROM, and cellphone. Spelling in quoted material remains as in the original.
- Use only one space between sentences.
- Define abbreviations and acronyms the first time they are used in the submission, including the abstract.

- Authors are encouraged to include active Internet addresses (e.g., http://iste.org) and references to online
- sources, when possible. All such online addresses should be in blue. Authors should make certain that all links are working at the time of submission.

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 one-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 line space the section and the subsection heads.

3.9 Footnotes, References, and Citations

Footnotes are not to be used. In-text citations and references at the end should adhere to current version of APA style (*Publication Manual of the American Psychological Association*, 6th edition). Citations of all electronic resources follow the "Electronic Reference Formats Recommended by the ALA," which is available online at: http://www.apa.org/journals/webref.html.

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 in the text of the paper should have a corresponding reference. Each included reference should be cited in the text. Uncited

material that influenced or informed the author(s) and is 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 should not have blank lines separating them. In general:

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

Capitalize only the first word of the article or title, the first word after a colon, and proper nouns (conference names are treated as proper nouns).

Use italics for book, journal, and proceeding titles and volume numbers (and titles of unpublished papers).

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.

3.10.1 Acknowledgements
Authors are encouraged to acknowledge any people or organizations that contributed to their articles. Proof readers and others 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 places of employment and to allow interested readers to contact them. Author e-mail addresses, telephone numbers, and Web sites are optional, but desired. Additionally, you are encouraged to share some personal information about yourself such as particular professional interests or hobbies. A short list of accomplishments also might be reasonable. (In total this personal information and accomplishments should be perhaps five-seven lines in a single column).

References
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