Journal of Media Enhanced Learning, Volume #, Special Issue title#

Article title: note the use of case

Author(s)1

(1) Affiliations

Article type e.g. Research article, Case Study of Practice, Ideas Paper

Abstract

Your abstract will contain between 200 and 300 words. It will briefly describe the paper, its purpose and methodology and conclusions. It can be useful to include your main research question or hypothesis and a statement about the context for the research, study or idea.

**Keywords:** a list; word or short phrases; about five; separated; aid discoverability.

# Introduction

This document serves as a style guide and as a template. We recommend you first save a copy of this to reference to later having read through the guidance on using styles.

We then suggest you replace the text in this document with your own text following the guidance below on removing formatting from pasted text.

# Headings

Paragraph 1 uses no indent and continues as far as paragraph 2. Emphasis should be indicated only by using *italic text* applied manually inline. See paragraph 3 for information about using Styles in Word.

Paragraph 2, and subsequent paragraphs within headings, use this indented style. In line quotations should use double inverted commas and should be used to indicate when text has been copied from another source, for example “this text appears to have been copied from another source” (Source 2015, p. 2).

Styles are simple to apply in Microsoft Word and other word processing software, though many people still manually format their documents. This is very time consuming and introduces errors. Please use the JMEL styles for everything that appears in your document other than *inline emphasis* as described above.

It can be helpful to first remove the formatting of text if you are pasting it from another source e.g. a web page, a PDF or another formatted document. One way to do this is to paste your text into Notepad or a text editor first. Then reselect and copy it into your document. Alternatively Word has a tool called *Clear All Formatting*. You can usually find this on the Home tab to the right of the font size option. It looks like an “A” with a red eraser across it. Position your cursor in a paragraph or select some text and then click this toolbar button.

To apply a style in Word you position your cursor in a paragraph or heading text and then apply the style by clicking on the appropriate style in Quick Access Toolbar Styles area or by calling up the Styles palette using Ctrl+Alt+Shift+S. For example the next sub-section will use a Heading 2 style to indicate its relationship within this Heading 1 section. I will start a new paragraph, write the heading, then select Heading 2 from the Style palette.

## Why we use headings

Starting with Paragraph 1 style again, I could now explain why we use headings to create a visible structure to the document to help the author write in a focused way and to provide the reader with a way to navigate the document.

### Third level headings

Third level headings are often needed in academic papers, but please avoid the temptation create fourth level headings.

# Quotations

Quotations can be used inline or as separate indented paragraphs using the Quote style. An inline method can be used when a quote does not exceed one and a half lines of text, otherwise a separate paragraph should be created for the quote. In both cases the source of the quotation should be clear and attribution should be given following standard referencing conventions.

To enclose a quotation, use “double quotation marks” or if the quote is a quote within a quote use “’double quotation marks’ with the original quote within single quotation marks.” In both cases respective inline citation should be used including the page number of the source. A comment from an interviewee will not have a page number of course, but the nature of the quote should be clear e.g. (Respondent A) or Respondent A said, “You can quote me on that.”

Use this Quotation style for longer quotes. Note the use of indentation and formatting is enough to indicate that this is a quotation and therefore no quotation marks are required. The source of the quotation should be clear in the way it is introduced or within parenthesis at the end of the quote. (Respondent A)

Following a quotation the standard approach to creating paragraphs or a heading will resume.

# Tables and figures

## About tables

Please use tables as you see fit, but avoid incorporating excessive amounts of data within a paper. Position them in the document at the point that makes most sense. Large items like tables and figures may need to be moved by the editors. Inline references to tables and their captions should therefore be given. Ensure that tabulated data is relevant and useful to the reader and is presented carefully so that it is easily understood. Please do use colours if this increases the usability.

Tables should be numbered and captioned using the Captioning style below the table, e.g.:

Table 1. This is my table’s caption

## About figures

Figures include any graphical element. Please be judicious in selecting graphical elements for your paper. They should have a purpose within the paper supporting the ideas and findings that are being presented. They should not be included for decoration. If you use images belonging to other people you are required to seek their permission as necessary and to provide relevant copyright information either within the figure’s caption or through a citation acknowledging the source at the end of the document. As with tables, all figures should be captioned using the Captioning style below the figure, e.g.:

Figure 2. Students working collaboratively on the assignment

# Referencing

JMEL follows APA style. A useful source of guidance for APA can be found online at [APA Style Blog](file:///C:\Users\Andrew%20Middleton\Desktop\APA%20Style%20Blog) (http://www.apastyle.org). The site is easy to use and provides answers to every eventuality including how to cite social media.

Your paper should conclude with a section headed References which should list all of the sources you have made reference to in your paper. It is not a list other further interesting sources; only the ones you have used. Again, you should follow the guidance at APA Style for laying out your references in alphabetical order. Apply the References style to your list to ensure they are formatted appropriately.

# Acknowledgements and appendices

JMEL does not include Appendices. If you have additional information that you think may interest the reader you are advised to post it online and include a reference to the website. Please only do this if it significantly contributes to the purpose of the paper and its understanding.

Acknowledgements are encouraged to give credit where it’s due, as follows.

Acknowledgements

JMEL would like to thank the editors of the *Student Engagement & Experience Journal (SEEJ)* for providing much of the guidance for establishing the *Journal of Media Enhanced Learning* as an open journal. SEEJ is online at <http://research.shu.ac.uk/SEEJ/>.

We would like to thank the APA Style Blog for their excellent guidance and for the examples included in the sample References list that follows.

# References

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