**Instructions to Authors**

**Journal of Learning Analytics**

**Style Sheet**

### Formatting Your Document: Only submissions in MS Word (any version) or Word compatible (e.g., OpenOffice) are accepted. The final submission must be in a single file containing all inserted tables and figures where applicable.

### Page Set-Up: Letter size (8.5 x 11 inches) with margins set to 1-inch (2.54 cm) top; 1-inch (2.54cm) bottom; and 1-inch (2.54 cm) left and right margins.

**Title:** The title should be centred in Arial 14 bold followed by one blank line.

**Author/s:** Author name/s should be centred and Calibri 12 point bold followed by Department or Centre Institution and Country (not bold). Contact email should be provided for the contact author only. Please allow one blank line following each institution.

**Abstract and Keywords:** Abstracts shall not exceed 200 words. Use Calibri 10 point, fully justified, indented a half-inch left and right, not italicized. Do not use a heading for the abstract or headings within the abstract. Place one blank line before and after. Leave one blank line and include a set of keywords related to your submission.

**Headings:** Subheads are flush left and all caps (all upper case) or title case (initial capital on each word, except “and,” “the,” “an,” “of,” etc.). Headings are numbered. Submissions should contain no more than three levels of headings:

* First level: Arial 12 point bold, all caps, followed by one blank line.
* Second level: Arial 11 point bold, title case, followed by one blank line.
* Third level: Calibri 11 point italic, NO blank line.

**Body and References:** The text should be Calibri 11 point, fully justified, 1.15-spaced. Use a blank line between paragraphs and before and after headings; do not use indents (same size and font: 11 point Calibri).

**Quotations:** Referencing and use of quotations should follow APA standards. For block quotations, use Calibri 10 point with the quoted text indented a half-inch from left and right margins.

**References:**  APA style (in-text citations and works cited). Head is Arial 12 point bold, all caps. Body is Calibri 11 point. Do not use line spaces between bibliographic entries; use a half-inch hanging indent (first line is flush left, subsequent lines are indented a half-inch). Use the RULER (under the “View” tab) to create this hanging indent, not hard returns, tabs, and spaces.

**Footnotes:**  Calibri 9 point. Use APA style with footnotes only for urls, extra commentary, etc., not references.

**Tables:** Tables must be placed in the body of the article in the desired position. Table captions should be in Calibri 11 point (bold), numbered and include a title (e.g. Table 1: Title inserted here). The Table number and title should precede the table content with no blank line following. Table and table title should be centred, however, the cell justification should ensure ease of review (i.e. centered or left).

**Figures/Diagrams:** Figures and diagrams must be placed in the body of the article in the desired position. Figures and diagrams should be numbered and titled in Calibri 11 point (bold) (e.g. Figure 1: Title inserted here).The figure/diagram number and title should be centred and be directly below the actual figure/ diagram. The figure/diagram should be centred within the body of the article.

**Punctuation:**Use double quotation marks; use single quotes inside double quotes only, NOT for ‘emphasis’; period and comma go inside quotation marks; use a serial comma (e.g., “red, white, and blue” rather than “red, white and blue”); use an M-dash with spaces on either side for dashes within a sentence.

**Numbers:** Use % and Arabic numerals for discussion of data and statistics; Use a comma in 4-digit numbers: 9,625.

**Spelling:** *Canadian Oxford Dictionary*

2-D

3-D

**AB**

behaviour

**C**

centre

colour

cut-off

**D**

data set

**E**

e-learning

email

enrol, enrolment

extrovert, extroversion

**FGH**

focused, focusing

**IJK**

**L**

labelled, labelling

labour

**M**

modelled, modelling

**NOP**

pre-sampled

psychosocial

Q**R**

re-sampled

**S**

signalled, signalling

socio-economic

sub-factor

**T**

theatre

trade-off

**UVW**

worldwide

**XYZ**