Article Title: Submission template for JCE: Open Sans, 14-pt., bold, centre-aligned, line height multiple 1.15, 6pt line space after (use “Article Title” style)

Author Name 1: Open Sans, 12-pt., centre-aligned, line height multiple 1.15, 6pt line space after (use “Author Name” style

Affiliation 1: Open Sans, 11-pt., centre-aligned, line height multiple 1.15, 6pt line space after (Use “Author Affiliation” style)

Author Name 2: Open Sans, 12-pt., centre-aligned, line height multiple 1.15, 6pt line space after

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<leave one blank line here>

This template along with author instructions and links to download the required open source fonts can be obtained at <https://commercialeducation.com.au/journal-authors>

Please do include author names and affiliations in your submission (as above).

The editors will remove author names and affiliations prior to it going into the peer review process.

Please ensure that you have agreement of all authors before submitting the paper for review. The sequence of authors is at the discretion of the submitting authors. Please agree to the order before submitting.

Notes about the Author list:

One author per line. If it is the same institution affiliation for multiple consecutive authors then put each author in the group of authors on separate lines, then put the institution affiliation on new line. Do this for each group of authors from a given institution.

Please ensure names are Name Capitalised. For each author, present their name in the order of Given Name(s) then Surname (e.g. Fred Joe Blogs). Ensure all names are spelled correctly. All names must be spelt out in full. Please avoid using initials and do not place initials as prefixes. The last name on a line for a given author will be used as the author’s surname. If the Author’s name is very long then it can wrap to the next line.

Please provide correct and durable email addresses for each author. This enables the editorial team to contact you during the review process.

Include your abstract after the last author affiliation and the blank line. Abstracts of no more than 200 words are recommended. Use Open Sans 10 point, justified, indented 1.0 cm left and right, not italicised. Do not use a heading for the abstract or headings within the abstract. Use the “Abstract” style in this template.

Keywords: Place the keywords in a new paragraph in Open Sans, 11 point, justified, indented 1.0cm left and right, italics. Type "Keywords:" and then in the same style (without italics) enter the 5-7 keywords, separated by a comma. Note: The keywords are important for user searches within the journal site as well as externally. If applicable, it is advisable to include as your last keyword the research approach or method used (e.g., qualitative, ethnographic, case study, quantitative, large survey, meta-analysis, etc.). For more guidance on optimising your keywords see: <https://doi.org/10.14742/ajet.8087>. Use the “Keywords” style and in this template.

## Instructions

Please follow the formatting requirements for papers outlined in this template. This will make the process of publishing your paper in the Journal of Commercial Education much easier for all concerned.

The submission must be in an electronic format.

Use A4 page size and 2.54 cm margins on all sides.

The preferred file formats are Microsoft Word for Windows or Macintosh (doc, docx), or rich text format (rtf). Word-compatible files written by other software (e.g., Open Office, Libre Office etc) may also be submitted. Such software should be able to save in word doc or docx formats. Please avoid alternative formats such as PDF files or files inside ZIP archives. Alternative formats may only be acceptable after prior consultation with the editors. Printed versions (hard copy) are not acceptable.

Please use this template and the inbuilt “styles” to format your submission.

Remember to remove the instructions from this template before you submit your paper!

## Styles

This template contains a number of inbuilt MS word “styles” that you should use to construct your document. These styles are included in this template.

Please avoid manually formatting text – always use the pre made “styles” where possible.

Please use the “Normal” style for regular content text (i.e. the ‘body text’). The “Normal” style sets the base specification for all other styles.

The “Normal” style in this template uses: “Open Sans” for English (and other Latin text) and “Noto Sans CJK HK” for Asian text, 11 point, line height multiple 1.15, justified, space before 0 (zero) and space after 6pt. Further information about the fonts we use are in the Fonts section of this template.

### Fonts

We use open source fonts that are available for all platforms. These fonts are free to obtain and use. By using these fonts we can better assure consistency and stability in the layout and presentation of your paper.

If you use fonts other than those we specify then font substitution will occur when we open your file. Font substitution will cause unpredictable formatting and spacing changes when we open, edit and publish your document.

Please download and install the specified fonts to use with this template:

1) Download the font file(s) as follows:

* For English and other Latin texts, go to <https://github.com/googlefonts/opensans/tree/main/fonts/noto-set/variable> then get the two files "OpenSans[wdth,wght].ttf" and "OpenSans-Italic[wdth,wght].ttf". You will only need these two fonts for writing in English. The full set of characters in the font can be seen here <https://www.typosetting.co.uk/files/PDF-contents/OpenSans-contents.pdf>
Please use Open Sans by default and only use other fonts if absolutely necessary.
* If Open Sans does not meet your needs then please use:
	+ For other language scripts (except CJK), go to <https://notofonts.github.io/> then search for the language name in English e.g. "Arabic", will find Arabic variants.
	+ For Chinese, Korean and Japanese go to the CJK repository to obtain a super pack with all CJK language and region variants in the file "NotoSansCJK.tcc.zip" from <https://github.com/notofonts/noto-cjk/tree/main/Sans/SuperOTC>
	See also, the section "Adding Asian text".
	+ For mono spaced text ("Plain text" style) use Nato Sans Mono file "NotoSansMono[wdth,wght].ttf" from <https://notofonts.github.io/>
	+ For mathematical notation ("Formula" style) use New Computer Modern Sans Math file "NewCMSansMath-Regular.otf" from <https://www.ctan.org/texarchive/fonts/newcomputermodern/otf>

2) Install selected fonts. Typically, find the downloaded file and double click to install it. Links to instructions are on the author guidance page <https://commercialeducation.com.au/journal-authors>.

Important! Please Open Sans by default, but if you need to use another open source font for non-English characters please let us know which specific font you used and provide us a link to download the font.

### Adding Asian text

The publication language for the Journal is English. However, if you need to use Asian, Arabic or other script, or use mathematical symbols or use fixed width text (such as for computer code), please use an open source font as per links in the Font section.

The styles in this template specify Asian text as “Nato Sans CJK HK” (because we had to pick one) but you can choose any from the Nato Sans series according to your language script and region requirements (see the Fonts section above).

Important! If you do add non-English characters and require something other than Open Sans, then please let us know which specific font you require for your paper and provide us a link to download the font.

## Headings

Capitalise only the first word: Except after a colon.

Important! Do not use the “Heading 1” style (it carries the same weight as “Article Title” style). Use the “Article Title” style for the article title.

## Heading 2: Use this for the main headings within in your paper. Open Sans, 12-pt., bold, left-align, zero space before, 6pt space after.

Examples of using the Heading 2 style are for main headings such as Introduction, Summary, Discussion, Methods, Conclusion, References.

### Heading 3: Use this for a sub-heading in your paper. Open Sans, 11-pt., bold, left-align, space after 6pt.

Examples of using the Heading 3 style for sub headings under a main heading, e.g. sub headings under your Discussion section.

#### Heading 4: Use this for a sub-sub-heading in your paper. Open Sans, 10.5-pt., left-align, bold, space after 6pt.

We suggest to use no more than three levels of headings in your paper (styles for Heading 2 to 4), therefore the Heading 4 style should be the lowest level heading that you use.

##### Heading 5: Open Sans, 10-pt., bold, left-align, space after 6pt, only first word capitalised except after a colon. Use this for a sub-sub-sub-heading in your paper. (avoid using this)

###### Heading 6: Open Sans, 10-pt., bold, left-align, space after 6pt, only first word capitalised except after a colon. Use this for a sub-sub-sub-heading in your paper (it is visually the same but structurally different, but avoid using this too).

Next, let us look at the body text.

## Body text (Normal)

Your body text should use the “Normal” style in this template. The “Normal” style in this template uses: “Open Sans” for Latin text (e.g. English) and “Noto Sans CJK HK” for Asian text, 11 point, line height multiple 1.15, justified, space before 0 (zero) and space after 6pt.

Do not manually add bank lines before and after headings and paragraphs (unless explicitly stated in these instructions).

The “Normal” style already has 6pt spacing after each paragraph, as do all heading styles, caption styles etc.

Do not add double space characters after full stops.

Do not use bold (except for headings).

Do not underline (except for hyperlinks).

Use italics for:

* titles of books, journals, films, video, TV programs,
* volume number in a journal you cite
* scales on tests
* the introduction of a new, technical, or key term or label (but only the first time it is used)
* letters, words, or phrases cited as linguistic examples
* statistical tests and probability, but do not italicise subscripts
* anchors in a rating scale, that is, a scale ranging from 1 (very likely) to 5 (unlikely).
* Captions for tables and figures (see further information below).

Do not use italics for:

* emphasis
* foreign phrases
* chemical or trigonometric terms.

Capitalise:

* the first word of a sentence
* the first word after a colon (if there is a complete sentence after the colon)
* the name of sections of the manuscript
* departments in a university if used as a proper name
* trade and brand names of technology, vendors, etc.

Do not capitalise nouns that:

* describe common elements of books and tables (e.g., chapter, section, column, row)
* precede a variable
* are names of effects, conditions or variables in a study
* name laws, theories, models, statistical procedures, or hypotheses
* make up an abbreviation.

## Series and lists

For a series of ordered paragraphs: enclose lowercase letters in parentheses to indicate a series if order is important, that is, (a) … (b) … (c) ….

(a). Elements with a series of sentences or paragraphs can be offset using the standard MS Word indent of 1.27 left. Note the 6pt space after is retained for each indented paragraph.

(b). You can use the “Normal Indent” style.

For bullets or numbered lists (if order is important).

1. Use “Normal” style.
2. Then select the text and use the standard bullet or numbered list button.

Formatting bullet list and numbered lists:

* Use the standard Microsoft Word indent from the margin, that is indents 0.63cm left.
* If an element continues over more than one line, then use the standard Microsoft Word hanging indent to produce the correct result. E.g. hanging 0.63cm to match the left indent example above.
* Set zero spacing after each line within the list e.g. set “Don’t add space between paragraphs of the same style”.
	+ If you need a second level in a list use the “increase Indent” button. If a list item goes over the next line it should also use a hanging indent.
* You can also use the style “List Paragraph” in this template to get the correct result.

## Spelling

The default language in the template is English (AUS). This is our preference. However if you choose to use US or UK spelling please do so consistently throughout your article.

## Abbreviations

Abbreviations that appear as word entries in the Oxford English Dictionary do not need explanation. (e.g., IQ, ADHD, ISBN). Use abbreviations sparingly and consider whether the space saved justifies the time necessary for the reader to master the meaning of the abbreviation. Write out the term to be abbreviated completely on its first appearance. Follow this with its abbreviation in parentheses. Thereafter, use the abbreviation. For example … reaction time (RT) is a factor in this test. Do not capitalise words in anticipation of the abbreviation unless the words would normally be capitalised. The APA style manual lists many other forms of abbreviation, including Latin, scientific terminology, and those used for statistical analysis. Please consult the manual for more details.

## Footnotes

Do not use footnotes.

## Headers, footers and page numbers

Please do not alter the headers and footers. We will add these when the article is published.

Please do not add page numbers. We will add these when the article is published.

## Tables

Tables should be included in the text body near the first reference to it (not at the end of the paper).

Table captions: Use the “Caption” style in this template. The caption for a table is to appear immediately above the table. Number all tables with Arabic numerals in the order in which they are first mentioned in the text. Use Open Sans 11 point in italics. Use the label “*Table #*.” (where # is the table number). Do not add suffix letters to the numbers of the table. After a full stop (period .), place a short description in sentence-style capitalisation on the same line.

The title of the table should be brief but explanatory. Each table column should have a title, which should be brief, clear and explanatory (plain text). Limit the use of lines in tables to those that are necessary for clarity: one at the top, one after the headings and one after the last row. All abbreviations in the table should be explained.

Text inside the table should use Open Sans 11 point, line height multiple 1.15, left align, space before and after is 0pt (Zero). There is a “Table text” style in this template you can use.

Note: While left alignment in table cells is the default, you can use centre alignment or accounting alignment where this makes sense. Text inside table cells is ‘top’ aligned.

Note: please do insert 1 blank line after the table.

Table 1. An example of a table title.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Heading 1 | Heading 2 | Heading 3 |
| Row 1 | Cell 1 | Cell 2 | Cell 3 |
| Row 2 | Cell 4 | Cell 5 | Cell 6 |

<insert 1 blank line after the table>

## Figures

Figures (including diagrams, images, photographs and formulae) should be included in the text body near the first reference to it (not at the end of the paper – unless it is longer than one page in which case it may be best placed in an Appendix.).

Where applicable, a figure or diagram should have a legend which explains the symbols used in the figure and is placed within the figure. If your figure is drawn in MS word and if it contains text please use Open Sans for the font, single line spacing and zero spacing before and after. You can use the “no spacing” style for text inside figures.

Figure captions: Use the “Caption” style in this template. The caption for a figure or diagram is to appear immediately after the figure. Number all figures with Arabic numerals in the order in which they are first mentioned in the text. Use Open Sans 11 point in italics. Use the label “*Figure #*.” (where # is the figure number). Do not add suffix letters to the numbers of the figure. After a full stop (period .), place short caption text in sentence-style capitalisation on the same line. This serves as an explanation and a figure title. After the descriptive phrase add information that may be needed to clarify the figure.

Note: Do not place a blank line after the figure caption because the “caption” style already includes 6pt space after.



Figure 1. A surprised cat

Alt text should be added to images included in your article. This can be done by right clicking the image, and selecting ‘View Alt Text’ from the menu, or else by selecting the image, navigating to the ‘Picture Format’ tab in the Word ribbon, and selecting the ‘Alt Text’ button. Try to be as descriptive as possible in order to assist readers who will use accessibility software (e.g., screen readers).

## In text citations (referencing)

When citing sources you must use in-text citations in your running text as per the style recommended in the current edition of the APA style manual (e.g. APA 7). That is, use the “author-date” system in your running text.

Use a direct “quote” when using a word-for-word copy from a source. Where this quote is under 40 words, place the quote within the flow of your running text. Place double quotation marks around the text to be cited. Include page number or page range in the in-text citation. Smith (2020, p. 7) said “Always use a quote when copying my words exactly”.

For long longer quotes of 40 or more words:

Place a long quote in a sperate, indented paragraph. Indenting left and right by 1.27cm. Use the style “Block Text” for these very long quotations (this is the same as “Normal”, but it is indented). But do not use double line spacing. Be sure to include the citation and page number(s) adjacent or at the end of the quote. But you don’t need to surround this long quote with quotation marks. (Smith, 2020, p. 8).

Note about APA 7 updates: APA 7 now stipulates that a work with three or more authors is to be cited with only the first author’s name followed by “et al.” in every citation, even the first instance (unless doing so creates ambiguity between different sources). Examples:

* ... this special form (Black & Lines, 1998) is very ...
* ... as described by Black and Keys (1998) ...
* ... and this argument (Keystone et al., 2000) is used ...
* ... across time and space (Jones, 1999a; White & Beckett, 1997).
* ... Davis et al. (1989) described ...
* ... determined by beliefs (Davis et al., 1989).

Please avoid the use of in-text hyperlinks in your running text. Instead cite the resource using an author or organisational name and year (or if there is no year then use n.d.), and then include the appropriate details in the reference list. The item in your reference list should then include an active URL / Hyperlink. Refer to the “References” section of this template for further information.

## End matter

Sections that follow the main body of your article.

## Author contributions

Author contributions is an optional section in which you can identify the contribution of each of the authors listed.

Please refer to the Contributor Role Taxonomy for suggestions: <https://casrai.org/credit/>

For example: Author 1: Conceptualisation, Investigation, Writing - original draft, Writing - review and editing; Author 2: Data curation, Investigation, Formal analysis, Writing - review and editing; Author 3: writing – review and editing; Author 4: writing – review and editing.

Use Heading 2 style for the Author contributions heading. The style as for body text is “Normal”.

## Acknowledgements

Acknowledgements is an optional section in which you may record appreciation to individuals or organisations for assisting or supporting the research work. Format as for body text (Normal). If you received funding to support the work you must acknowledge it here (provided this is not prohibited by the funder). If you have any potential conflicts of interest declare them in this section. Use Heading 2 style for the Acknowledgements heading. The style as for body text is “Normal”.

Our Acknowledgement is that this template is based upon a 2022 template from the Australasian Journal of Education Technology.

## Appendices

Appendices are optional. Indeed, please avoid using appendices unless absolutely essential to the communication of the paper. If you must use appendices then number each Appendix consecutively using Arabic numerals. Use Heading 2 style for each Appendix heading.

## Other author correspondence details, copyright and “Please cite as”

Do not include this detail at the submission stage. If the paper is accepted the editors will ask you to add/confirm this detail and add relevant licence information.

Note: Authors, whose papers are published, will retain their copyright under the Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 licence <https://creativecommons.org/licenses/by-nc-nd/4.0/>

## References

Use the heading “References” … or “Reference” if you only have one.

Use the Heading 2 style for the References heading.

The reference items should use the style recommended in the current edition of the APA style manual (e.g. APA 7). This prescribes alphabetical order by first author surname. Authors in a reference list item are presented as Surname, Given Names as initials. E.g. “Blogs, F” for “Fred Blogs”). The titles of sources should be in sentence case.

Use Open Sans 10 point, left aligned, hanging indent 1.27cm, single linespace/height, space after 6pt. There is a “Reference” style in this template. You will need to manually add *italics* where relevant.

Each reference item is its own paragraph (i.e. carriage return). Do not put a blank line between each reference because the reference style already has 6pt space after.

Refer to the APA site <http://www.apastyle.org/>. But do not double line space the references.

An example basic format is:

Surnamea, A. A., Surnameab, B. B., & Surnamec, C. C. (Year). Title of article. *Title of Periodical, volume number*(issue number), pages. <https://doi.org/xx.xxx/yyyy>

Note: If more than twenty authors: After the 19th author, include an ellipsis and then the final author.

### DOIs and Hyperlinks in references

Please include the DOI for the reference item where possible using DOI hyperlink. If there is no DOI please include a URL / Hyperlink to the source where applicable.

Please check that all links are working and active (clickable).

Tips for DOIs:

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* Do not include both the DOI and the journal URL. But the DOI is the first preference.
* The preferred format for DOIs is as hyperlinks is like so <https://doi.org/xx.xxx/yyyy>

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This is the end of the document.