



13th eSTEEeM Annual Conference 2024 Proceedings Guidelines

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Overview

The aim of the proceedings is to allow authors to publish short pieces (approx. 2000–2500 words) on their scholarship work or teaching innovations as a result of an eSTEEem project, or that have been presented at the eSTEEem conference. It will allow the publication of OU scholarship and innovation and new authors to publish in a “friendly” environment and gain valuable experience on how to write a paper.

We will be running an information session on Tuesday 7th May, 2pm–3pm via MS Team, to discuss requirements for the proceedings and give further guidance on format and content. If you have any outstanding queries not covered in the guidelines, then please attend this session. Please confirm your attendance by visiting the [registration page](#) by 5pm on Friday 3rd May.

Submissions could include case studies, research articles, short updates on innovations. If you have any doubt on whether your submission will be suitable, please contact esteem@open.ac.uk.

If you would like guidance on how to write the paper or someone to critically read before submission, please contact esteem@open.ac.uk.

Deadline for submissions: 5pm Wednesday 31st July 2024.

Guidelines

1. This is a pilot.
2. The proceedings will be peer reviewed and placed on an externally facing website.
3. The papers are short, so don't try to write about all of your project; find a key point and write about that. It is better to write about an important part of your project in detail rather than give an overview of everything you did.
4. The paper should be substantially different from anything else you have published or intend to publish, with less than 25% of material re-used.
5. All student/staff data collected and published has been through the appropriate ethical approvals process (e.g., HREC, SRPP, Data Protection as appropriate). You must ensure that you have permission to publish the material you submit, and that appropriate acknowledgements are given.
6. Whilst the topic may be OU specific, please avoid any OU "Jargon" and explain any terms that would be unfamiliar to people outside of the OU.
7. The submission file is a Microsoft Word document and follows the format and suggested word count below, with the stylistic formatting as outlined in the submission template.
8. Referencing is formatted as indicated in the submission template and where available, DOI numbers for the references have been provided; where DOI numbers are not available, but URLs are, URLs for the references have been provided.

9. All illustrations, figures, and tables are placed within the text at the appropriate points (along with a legend).
10. Contributions are accepted on the full understanding that the authors are solely responsible for the accuracy and contents of all published material.

Format of paper

All text should be in OU Dark Blue (Hex value: #060645) and a common sans-serif font (Poppins) with a minimum font size of 12pt:

- Main title: Poppins, Bold font size 30pt.
- Section titles: Poppins, Bold font size 20pt.
- Body text: Poppins font size 12pt.
- 1.5 line spacing in the body text.
- There should be a 12pt space below each paragraph.
- Direct quotes should be placed in double quotation marks “ . . . ” with text in italic. Substantial quotes should be centred on the page with a 1.5 line spacing above and below.
- Graphs, diagrams or tables should have a title in bold and be clearly labelled (see example in Submission Template). All text and data should be legible on a computer screen at a standard zoom and when printed.
- Bullet points and numbered text should be in the standard font, with a 12pt space above and below the list.
- All references should be listed at the end of the document in alphabetical order (by lead author’s surname) and presented in text using the Harvard system of citation e.g., Chang and Pawley (1993)

The format of the paper could be as follows:

Title – This should clearly link to what the paper is about. Often it is what is used when people search during a literature search and so should be meaningful.

Abstract – Once you have hooked someone with the title, the abstract is very important- it might be the only part of the paper people read. It needs to accurately describe the contents of your paper, setting up the issues, describing what you did and the key outcomes or findings. You should not use tables, equations, diagrams or references in the abstract. (Approx. 100-200 words)

Keywords – These are very useful as they can help to indicate how your paper relates to specific issues, which may not have been included in the title, such as “student support” or “distance learning”. They will help the reader understand the subject of your paper. (Up to 5 words)

Introduction and Literature review – This should introduce your project and the issues connected with it, saying why they are important and introduce your research question (what your work was trying to solve or examine). Describe the context briefly for an external audience, remember not to use any OU speak. Highlight a few key pieces of externally published research and how they relate to your project. (Approx. 300-600 words)

Main body of paper (Further sections) – This will vary dependant on your scholarship and may include several section headings. If you are describing an activity you undertook or change of practice, a section title could be **Description of activity** or **Description of practice**. If you are describing a piece of research, such as results from a questionnaire or focus groups, a section title

could be **Research methods**. Within these sections you describe who took part and what you did, if not fully explained above, you may need to describe the context further. Explain the methods used and why they were chosen; if you used a questionnaire or focus group you should present or summarise the questions used. The second half of the main body of the paper will discuss your **Findings** or **Results**. You may find it useful to categorise these into several sections to create a meaningful narrative. As this is a short paper, remember to think about your key message; it is unlikely you will have the space to discuss all of your findings. Make sure any data used is clearly displayed and you explain how the values arose (e.g., mention the statistical method if any was used). (Approx. 800-1400 words)

Conclusions and discussion – In this section you need to interpret your findings and draw any conclusions from them. Ensure you address any research questions mentioned in the introduction and link to any appropriate literature that backs up your conclusions. This section will be the “take home” message for your paper, so be concise, but clearly state the implications of your scholarship. Mention any limitations and further areas for research. (Approx. 300-600 words)

