

How to Prepare Your MoodleMoot Proceedings Report in MS-Word (Version 4.0)

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This manuscript is a guide to produce a final camera-ready manuscript of a PDF to be submitted to MoodleMoot Proceedings 2018 using MS-Word template file. Since the manuscript itself is produced with the MS-Word template file, it will help reduce time required for formatting and production of the final proceedings draft. This paragraph is for a bilingual abstract of 400 characters in Japanese and 200 words in English. Your final .pdf will be printed "as is" so be sure to have a colleague proofread your earlier drafts. This includes poster presentations, workshops, lightning talks and keynote addresses.

MS-Wordによる MoodleMoot Proceedings 原稿作成ガイド (第 4.0 版)

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このパンフレットは、MoodleMoot2018 の Proceedings の原稿を、MS-Word を用いて作成し提出するためのガイドである。このパンフレットでは、原稿作成のための MS-Word テンプレートファイルについて解説している。また、このパンフレット自体も会議録原稿と同じ方法で作成されているので、必要に応じて雛形として参照されたい。提出された原稿はそのまま PDF ファイルにされるので、厳密な原稿の校正をお願いします。

1. Introduction

The Moodle Association of Japan (MAJ) is publishing Proceedings of MoodleMoot Japan Annual Conference as a report of the conference and as a basis for an international journal in the future. For this report, MAJ has adopted a portrait A4 format.

All authors should copy this file to prepare your report. It should be saved as a camera-ready .docx file and submitting to the Editor. This template file is based on MS-Word. You may use other word-processing software to prepare your manuscript, but please follow the format of this template precisely. This will greatly assist the editors who are volunteering their time for this project. In the following sections of this manuscript, we describe usage of the template file.

2. Configuration of Page Layout

Template of MS-Word is obtained from the following URL. If you cannot access to the internet, please email to editor@moodlejapan.org.

MS-Word template file

<http://moodlejapan.org/journal/submit/wordtemp.zip>

Template file consists of two sections as seen from Fig. 1.

① Title, Authors, Abstract (write both in English and Japanese)

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② Texts, Acknowledgements, References, Appendices

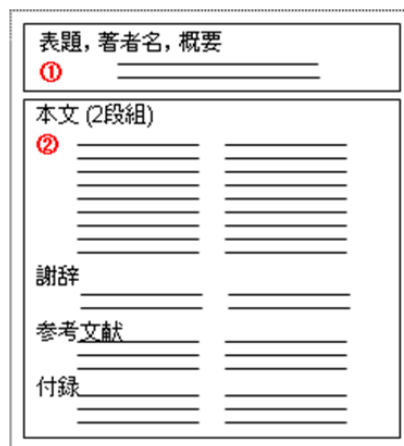


Figure 1 The configuration of template file.

2.1 Margins (See Fig. 2)

Top: 22mm, Bottom: 25mm, Left: 17mm, Right: 17mm

2.2 Columns

Presets: 2

2.3 Number of characters per line and lines per page (See Fig. 3)

Number of characters per line: 26

Number of lines per page: 56

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Number of Columns: 2

2.4 Font (See Fig.4)

Style: Normal

Font type: Times New Roman

Font size: 9 pt

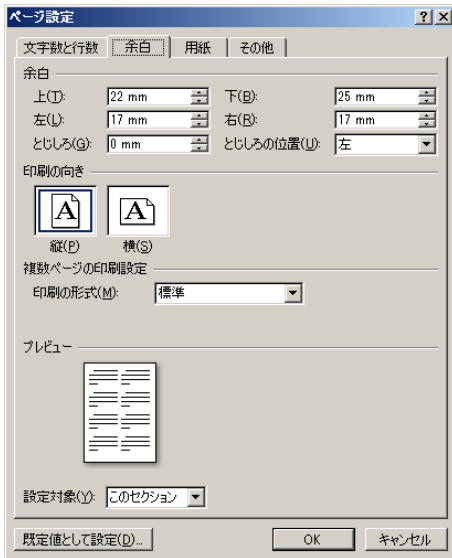


Figure 2 Page Configuration: Space (MS-Word 2007).

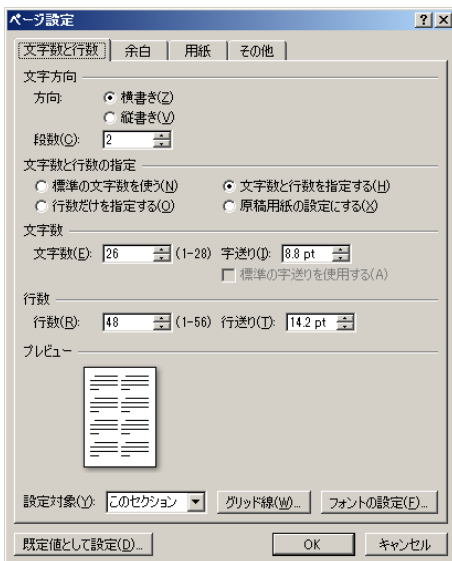


Figure 3 Page Configuration: Character and Line (MS-Word 2007).

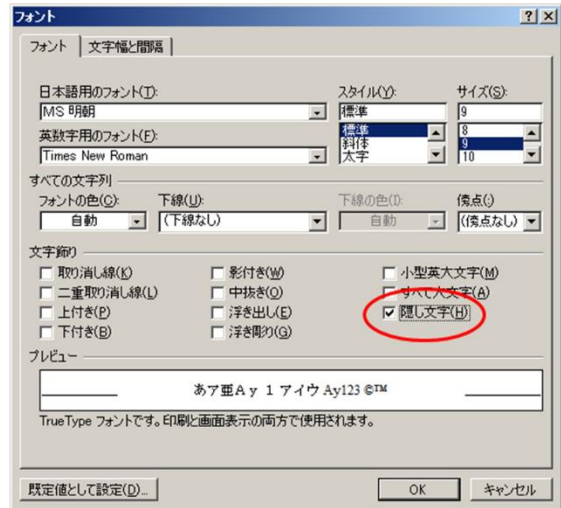


Figure 4 Font Configuration (MS-Word 2007).

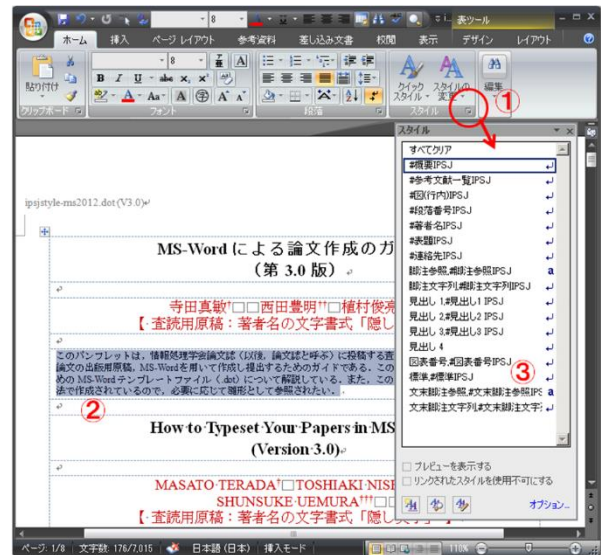


Figure 5 Configuration of style set (MS-Word 2007).

Operations of styles in MS-Word 2007 are explained in the following. Please refer to Ref. [2] in details.

- Click the right-below button of [Home]-[Style] and show a list of items in [Style] (See Fig. 5-①).
- Set a cursor on the paragraph on which you want to set style. (Fig.5-②).
- Click on the style you want from a list of [Style] box (Fig.5-③).

One has to be careful when applying styles so that style set should not be changed which is provided in Table 1.

Table 1 Set of Style in MS-Word template file.

スタイル名	Purpose	Font name	Font size	Character alignment
#表題 MAJ	表題	MS ゴシック (太字) Times New Roman	14pt	Centering
#標準 MAJ	本文	MS 明朝 Times New Roman	9pt	Align both edge
#概要 MAJ	概要	MS 明朝 Times New Roman	8pt	Alignment of both edge
#著者名 MAJ	著者名	MS 明朝 Times New Roman	12pt	Align left
#見出し 1 MAJ	節の見出し	MS ゴシック (太字) Times New Roman	11pt	Align left
#見出し 2 MAJ	小節の見出し	MS ゴシック (太字) Times New Roman	9pt	Align left
#段落番号 MAJ	番号付きの箇条書き	MS ゴシック (太字) Times New Roman	9pt	Align both edge
#箇条書き MAJ	黒丸の箇条書き	MS 明朝 Times New Roman	9pt	Align both edge
#脚注参照 MAJ	脚注参照用のラベル	MS 明朝 Times New Roman	9pt	—
#脚注文字列 MAJ	脚注	MS 明朝 Times New Roman	7pt	Align left
#文末脚注参照 MAJ	文末脚注参照用のラベル	MS 明朝 Times New Roman	9pt	Align left
#文末脚注文字列 MAJ	参考文献の記述など	MS 明朝 Times New Roman	8pt	Align left
#図表番号 MAJ	図表番号の題目	MS 明朝 Times New Roman	9pt	Centering
#参考文献一覧 MAJ	参考文献の番号付け	MS 明朝 Times New Roman	8pt	Align left

- In “Change style”, one should not check “Automatic renewal” (Fig. 6).
- In “Change style of character/paragraph”, do not select “Renew sentences which match with selected ones” (Fig. 7).
- In “Change style of character/paragraph”, do not select “”. (Fig. 8). 「文字/段落スタイルの変更」に関して、「スタイルに登録されている書式を更新する (エラー! 参照元が見つかりません。)」を選択しないこと。

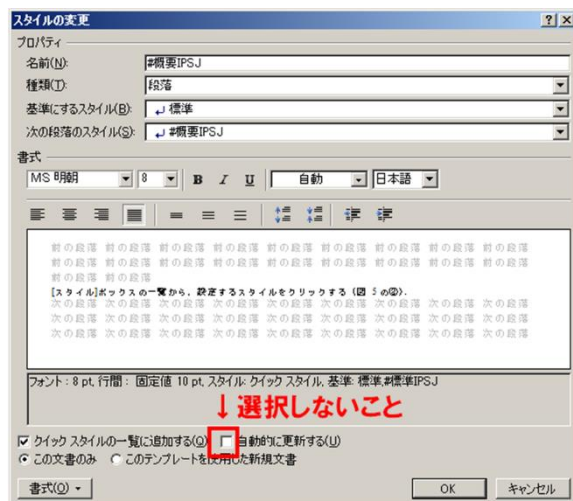


Figure 6 Change of style set (MS-Word 2007).

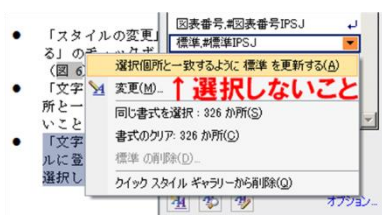


Figure 7 Change of Character/Paragraph Configuration (MS-Word 2007).

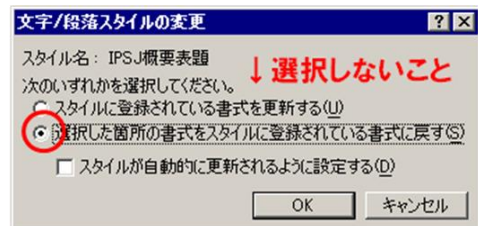


Figure 8 Change of Character/Paragraph Configuration (MS-Word 2003).

2.5 Figures and Tables

We encourage authors to include figures, diagrams, screenshots and other visual material in their report. Tables are also very useful for summarizing information and highlighting key points.

With regard to style for numbering of figures, use Word style or refer to styles of Table 1. When describing number of tables, figures and equations, we use MS-Word automatic function for “Numbering for Figure and Table”.

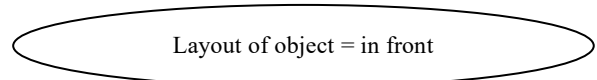


Figure 9 Layout of the figure object.

Operations in MS-Word 2007 are as follows.

- Put a cursor on a paragraph which describes Figure/Table. Click [Reference]-[Insertion of Number for Figure/Table] (Fig. 10-①).
- Select the label (for Figure/Table, etc.) from a list of [Label names] in the box [Number of Figure/Table] and click [OK] (Fig. 10-②③).

If you want use English names for labels (“Figure”, “Fig.”, “Table” etc.), create a new label name after clicking [Label names] (Fig. 10-④), then do the above operation.

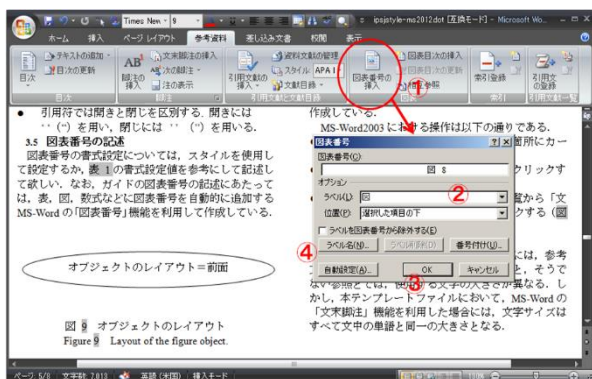


Figure 10 Configuration of chart number.

2.6 List of References

Font type: Times New Roman

Font size: 8 pt (Align left)

In Reference section, refer only references cited in the main text in principle.

3. Check List of “Dos and Don’ts”

3.1 The basics of way of writing

- Describe a paper so that readers understand the novelty, availability, and reliability of the research.
- Try to make a paper be easy to read (discontinuity of the story, and obscure backgrounds or themes are burden to readers).
- If the paper, is a case study or localized problem, it should describe the case in rich detail. At the end, limited general implications should be suggested.
- Rethink the paper if its conclusion is not clearly described, it does not adequately point out its applicability, limits, and controversial points, or its conclusion does not follow the contents.
- Avoid colloquial style.
- Do not make the paper difficult to grasp the meaning without a guess from the context.
- Confirm your conclusions at the end, but do not overstate.
- The authors should not submit a manuscript including some redundant and/or too brief descriptions. A minimum of 4000 words in English is required for refereed paper. If your article needs to extend beyond 5000 words, please

contact the editors.

3.2 About references

- Follow the APA version 6 format for references.
- The number of references should be roughly 10 (in some cases, more than 20 may be acceptable) in a refereed paper. Workshops and plugin demonstrations may have fewer. Please refer to relevant sections of Moodle Docs if you have less than 5 references.
- Do not over-use self-citations.

3.3 Miscellaneous

- Fill the self-check sheet carefully before submitting the paper.

4. Concluding Remarks

Since the template files may include typos, we wish to improve them with your cooperation and hope you let us know your comments and suggestions by e-mail to editor@moodlejapan.org.

Acknowledgments

This manuscript is based on the LaTeX style file for A4 landscape type papers of Information Processing Society of Japan (IP SJ). Thanks for the members effort to prepare the previous and LaTeX version of IPSJ.

References

- 1) Word: help and how-to, <http://office.microsoft.com/en-us/word-help/CH010097020.aspx>
- 2) Word: help and how-to, <http://office.microsoft.com/en-us/word-help/CL010072933.aspx>