

SG4ED Publication Guide ^{v3}

How to prepare and submit your **article** to the journal *SG4ED*



Dear *SG4ED* Author

We hope that you will share your work with others. You can do this, in English or Thai or French, by submitting an article to the **international, peer reviewed** periodical:

Journal of Simulation/Gaming for Education and Development – SG4ED

By sharing your work, you will contribute to the development of simulation/gaming worldwide.

SG4ED is a peer-reviewed academic periodical - ISSN 2158-5539. For more information about the journal please see <http://www.thaisim.org/sg4ed/>.

The notes provided in this document are to be taken as the general rule. If your article involves special needs, please be in touch with the Editor.

Guides to follow. You will need to follow two guides, as follows:

1. This guide that you are now reading, entitled ***SG4ED Publication Guide***.
2. The ***S&G Guide for Authors***, to be found here: <http://www.unice.fr/sg/authors/>.
 - If a conflict arises between the two sets of guides, then this *SG4ED Publication Guide* is the one to follow.
- Another guide that will help you is: <http://www.sagepub.com/authors/journal/readership.sp>.
- Other guides that you will find on the internet.

Abbreviations used in this guide

- The abbreviation for **manuscript** is *ms*.
- **Paper** refers to a presentation at a **conference** or a piece appearing in a **conference** proceedings.
- **Article** refers to a piece published in a **journal**.

Responsibility

The journal editors cannot do your paper for you! **You are responsible** for all aspects of your paper: quality content, rigorous research methods, correct statistics, formatting, presence of all elements (title, name, keywords, etc.), good writing, headings, reference style (APA), graphics, clarity, correct English, etc.

This guide is designed to help you share your work more easily, by giving you guidance on how to shape your paper so that it has a greater probability of (a) being accepted for publication, and then (b) being read and cited.

Quality. Always remember that an article is destined for **readers**; it is not about you. Make sure that you write as if the reader were more important than you! A good **quality** article will reflect well on **you** – and get your work known. For good quality, we suggest that you follow closely this *SG4ED Publication Guide*, as well as other guides that you will find on the internet. Quality is in: **content** (data, analysis, arguments, exposition, structure, etc.) and in **form** (grammar, clarity, structure, layout, typesetting, etc.). The **quality** required for *SG4ED* is considerably **higher** than that needed for conference proceedings.

Conference paper. You may submit an article to *SG4ED* that is **based on** a paper that has been delivered at a conference or published in its proceedings. Generally, you need to **rewrite** the paper and

include at least **30% new and additional material** in the journal article, and you need to **acknowledge** the original conference or proceedings paper. Do this initially in a note to the Editor when you submit v1 of your ms. Indicate the full conference reference (and proceedings) in the acknowledgement at the end of the final version article.

Review. Your draft article will be reviewed by at least two **reviewers**. You may be asked to **revise** several times. **It is your responsibility to follow the guidance provided by reviewers.** Your draft may also be **rejected**. Acceptance and publication are **not** automatic. Much depends on the quality of your article – quality in content and quality in format.

By following this guide completely, you will increase the likelihood of your article being accepted for publication. Again, adhering to all the **requirements** in this guide will help you to get published.

Quality. Always keep in mind that the **quality** of your article – both form and content – will determine whether or not it is accepted for publication. The closer your proposal follows this **guide**, the more it falls within the scope of the journal, the more the ideas are clear, the more the substance is sound, then the more likely it is that your paper will be accepted for publication in the journal.

Ms ID & filename

Ms ID & first email: Before you start writing, you should write to the Editor and **request a ms ID**. Inside your email (not in an attachment), you should include the following elements:

1. Your **name**, affiliation, **email** contact, telephone;
2. The proposed **title** of your article (see notes below on how to do a title);
3. A draft **abstract** (see notes below on how to do an abstract);
4. A set of **keywords** (see notes below on how to do keywords);
5. A short **statement** indicating that your proposed article will be submitted exclusively to the *SG4ED*. You may not submit your article to more than one journal.
 - The editor will then give you a **ms ID**. It will look something like the filename below.
 - You must use the ms ID in every email subject and filename.

Filename: The filename for your paper must follow this pattern exactly:

sg4ed_Name_v1_keyword1-keyword2.doc (for first version)

sg4ed_Name_v2_keyword1-keyword2.doc (for draft 2)

sg4ed_Name_f_keyword1-keyword2.doc (for final version)

- For example, if you are Dr Smith and you wish to submit an article to the journal on the topic of debriefing in science simulations, your filename will be:
sg4ed_Smith_v1_debrief-science.doc
- Please note the difference between underscore **_** and hyphen **-**.
- Do **not** use special (e.g., Thai or French) characters in filenames, only basic ASCII.

MS Word: Write your article in MS Word (version 2003, with **.doc** extension, **not** .docx).

Audience, topic

- The **audience** for your article includes faculty members, teachers, researchers, practitioners, professionals and graduate students. Remember to write as if the **audience** is more **important** than you!
- The **topic** of your paper must be related to the use of simulations, games and experiential learning for improving learning and teaching, for professional purposes, in your country or around the world, or for development (in all senses of the term, e.g., national development, skill development).

Languages

- The **body** of your article can be in **English**, or in **Thai**, or in **French**. The body starts after the keywords.
- All **other** elements (title, name, affiliation, abstract, keywords, bio, contact details, etc.) must be done in **English**. The appendix is in the same language as the body.
- The **references** will be in their original language, but preferably in English or Thai or French according to the original source. Provide a **translation** into English for non-English references.
- We encourage you to submit your ms in **English** so that it will be read by people from around the world. This is particularly important for *SG4ED*. An article in English has about 300 times more chance of being read and cited than the same article in Thai or in French. Make the extra effort!
- **Correct English** is your responsibility.
 - **Drafts.** If your article is in English and you are a non-native speaker, your **first draft** must be edited and corrected by a native **English speaker** before being submitted for review.
 - If your paper contains language errors, it may be rejected.
 - If your article is in Thai or French, the English parts (e.g., abstract) must be in perfect English.
 - **Final version.** Once your article has been accepted for publication, you will need to get the **final** version **corrected once again** by an educated native speaker or by a professional service (see the Tips page on the *SG4ED* web site).
- Please note that just because someone speaks native English does **not** guarantee that they will be a good corrector of your ms. It is usually necessary to find a high level English speaker (native or Thai or French) who has **already published**.
- In any case, you will need to give your correctors a **copy of this guide** for authors.

Length = 6000

- The maximum length of articles is **6000** words, as measured using the MS Word statistics tab.
- **Word count** includes all matter (abstract, body, references).
 - The count does not include reviewers' comments, your responses, and cover page.
- Make sure that your article is no longer than it really needs to be. If your article is too long for what it says, you will be asked to shorten it.
- You may also include appendices up to 2000 words extra in total. These will be printed in small font size.
- The Editor may allow longer articles that are research based and/or are of particular significance or originality. You must request this before submitting your first draft.

Structure & references

- Research articles should use the usual sections, such as introduction, literature review, method (experiment, subjects, equipment, instruments, procedures, data analysis), results, discussion, limitations, future research, conclusions.
- All articles should be clearly **structured**, with plenty of **headings** and sub-headings.

Literature: It is essential to cite relevant **literature**.

- **Sources:**
 - The best source of simulation/gaming literature is *Simulation & Gaming: An Interdisciplinary Journal* <http://sg.sagepub.com/>.
 - You will also find a useful bibliography here: <http://www.unice.fr/sg/resources/bibliographies.htm>.
 - Look here too: <http://www.thaisim.org/resources/articles.htm>.
 - <http://www.eric.ed.gov/> is the world's biggest education database.
 - Also look at previous issue of *SG4ED* and here <http://www.thaisim.org/resources/articles.htm>.
- Articles in Thai or French can easily cite English sources (using English names).

Tables & figures

- You are encouraged to include **as many tables and figures** (diagrams, flow charts, drawings, pictures, photographs, etc.) **as possible**, as long as they are relevant to the content of your article.
 - Usually, a table or figure will allow you to use fewer words in your text.
 - Word count (see above) includes tables, but not figures.

Graphics must be inserted from jpeg or tiff files:

- provide **low resolution** graphics for drafts, inserted into your ms;
- provide **high resolution** graphics for your **final** version, sent as separate graphics files;
- insert tables and figures in your word file in the exact place where you wish them to appear.
- **Captions** for figures are not included in the graphics file itself, but **in the text** of the body.
- The word *Figure* is not abbreviated in the text, except if it is parentheses: (Fig. 2) (Figs. 4-7).
- Figures may be in colour. Make sure that they are of high contrast and crisp.

Tables must be in a simple format, not spanning more than one A4 size page.

- Make sure that complex **tables** are exactly as you wish them to appear. The editorial team will not be responsible for errors of content or formatting.
- Tables must be prepared in **10-point** Times New Roman font.
- **Captions** for tables and figures must be as **short** as possible, **above** the table or figures. Tables and figures are **numbered** independently and consecutively (using Roman numerals).
- All tables and figures must be mentioned in the text, such as *As Table 3 shows ...*
- List source, abbreviations in tables and other notes and figures and place them underneath your table or figure.
- Examples of a table and a figure are provided in the sample ms below.
- Use the 'insert reference' function in word, so that numbering is automatic.

Permissions

- You must **acknowledge** (cite the reference) of all material (text and figures) obtained from another source. You must obtain **permission** to reproduce or modify substantial portions of already published work from other sources.
- "Substantial portion" usually means:
 - more than about 750 words from a **book**, 500 words from a journal **article**, even if you wrote the source book or article, and
 - a single **table** or **figure**, even if you created the original table or figure. In practice, for tables and figures, it should be ok simply to cite the source, without obtaining permission.
- Note that permission is almost always **granted**, so you should have no worries there. Send permissions to the Editor before or with the final version.
- More information and permission forms can be found here:
 - <http://www.unice.fr/sg/authors/permissions.htm>
 - <http://www.sagepub.com/authors/journal/permissions.sp>
 - <http://www.uk.sagepub.com/journalsPermissions.nav?null&crossRegion=asia>
- If you need permission to reproduce substantial extracts from *Simulation & Gaming: An Interdisciplinary Journal*, write directly to [simulation.gaming |@| gmail STOP com](mailto:simulation.gaming@gmail.com), providing the full reference and the actual text for which permission is being sought.

Style & quality writing

- **APA**. Prepare your paper according to the *APA Publication Manual*. You can find simplified summaries of this on the internet:
<http://webster.commnet.edu/apa/>

<http://owl.english.purdue.edu/owl/resource/560/01/>
<http://www.rpi.edu/web/writingcenter/apa.html>
<http://library.osu.edu/sites/guides/apagd.php>
<http://www.lib.berkeley.edu/instruct/guides/apastyle.pdf>
<http://www.unc.edu/depts/wcweb/handouts/apa.html>
<http://www.apastyle.org/>

- Special formatting is required for games. See <http://www.unice.fr/sg/authors/references.htm>.
- **Page setup:** A4 format, **2cm** margins (bottom, sides), **3cm** (top).
- Do not right justify. **Left justify** all elements (except main headings, which are centred).
- **All text should be unformatted.** However, exceptionally, you should use the following:
 - For English use **12pt Times Roman** throughout, even for titles and headings. In Thai use is Angsana New.
 - *Italics* and **bold** for specific things (such as *book titles* or **headings**).
 - **Two spaces** after full stops (periods). Always put two spaces after a full stop (period), unless it is the end of a paragraph. Adjust your word settings to detect this.
 - Use **one carriage return** for a **new paragraph**. Use one carriage return for a new line, for example after quote. Do not use soft carriage returns.
 - Set your inter-paragraph **spacing** to 6pts (set spacing before and after paragraphs to **3pts** for each).
- Keep your **paragraphs short**. Use **simple language**.
- Include the “**that**” for subordinate phrases (*I think **that** it is nice*).
- Do not use abbreviations (such as *don't*).
- Use the **active voice** (say “we did research”, and not “research was done”). Use the **first person** singular if you are a single author.
- Avoid the use of *there is* and *there are*. (They are a form of passive and often indicate lazy writing. See help here: <http://www.unice.fr/sg/authors/there.htm>).
- Distinguish clearly between *that* defining clause, and *which* non-defining.
 - Make sure that you use commas with non-defining *which* clauses.
- Do not start sentences with *And* or *But*; use *In addition* and *However*.
- Spell out **numbers** stating a sentence and for ten or less.
- Use British or American **English** throughout. Do not mix the two.
- **You must use this check list:** http://www.thaisim.org/sg4ed/sg4ed_check_list.htm
 - Copy and paste it into the email that you send to the Editor. Only check items that you have done!
- Follow advice about **good writing:** <http://www.unice.fr/sg/authors/writing.htm> and other guides on the internet.
- For **statistics**, provide degrees of freedom in the parentheses for each *F*-ratio, *t*-ratio, and *r*. You must provide degrees of freedom and *N* in parentheses for each Chi-square. Keep only 2 digits after each decimal. You can use more than two digits after decimals for significance levels.
- All units must use the metric system – especially the SI system.

Author-suggested reviewers

In the cover letter (email) for v1 (first version) of your draft, include **three** suggested reviewers. Provide the following information:

1. **Name**, affiliation, contact **email**, (web page);
2. **Keywords** indicating the person's areas of interest and expertise;

3. A short **description** indicating how good you think the person is (good = reliable, thorough, conscientious, encouraging, knowledgeable and practiced in simulation/gaming). A good reviewer will help you to produce a good article.
4. A few words indicating your **relationship** with the person (e.g., not personally known, acquaintance, worked closely in recent years, colleague in the same department, recent co-author). Do **not** send names of people who have worked in any way with you on the submitted article.

The editor may or may not ask one or more of your suggested reviewers to review your article.

Draft & final manuscripts

A draft ms and a final ms are different. A draft ms is for reviewing and must be **anonymous**.

- The second (and subsequent) draft ms and the final ms must contain the **reviewers' commentaries** and **your responses**.

The table below shows the structure and contents of each type of ms.

- Items with ~~strike through~~ should not be included in that version of your ms

Check list for draft ms & statement indicating exclusive submission (see above) inside your email	Check list	Check list for final ms (see above) inside your email
<p>First draft ms, using correct ms ID in subject line and for filename</p>	<p>Second and subsequent draft ms, using correct ms ID in subject line and for filename</p>	<p>Final ms, using correct ms ID in subject line and for filename</p>
Reviewers' comments on previous ms + your responses	Reviewers' comments on previous ms + your responses	Reviewers' comments on previous ms + your responses
Cover sheet	Cover sheet	Cover sheet
Title	Title	Title
Author, Affiliation, Country	Author, Affiliation, Country	Author, Affiliation, Country
Abstract	Abstract	Abstract
Keywords	Keywords	Keywords
Body	Body	Body
Acknowledgements	Acknowledgements	Acknowledgements
Declaration of Conflicting Interests	Declaration of Conflicting Interests	Declaration of Conflicting Interests
Funding	Funding	Funding
References	References	References
Bios + contact details	Bios + contact details	Bios + contact details
Appendices	Appendices	Appendices

Submission

Submit your ms to the Editor, Dr. Songsri Soranastaporn, Mahidol University, at this address (and no other that you may have for Aj Songsri): [sg4ed.editor |@| gmail.com](mailto:sg4ed.editor@gmail.com) (remove the | and the spaces).

Sample ms

A sample ms is provided below. **Please make sure that you include all items as indicated below.** The notes in the **right** hand column are provided to help you do your paper (you should not include these in your ms!). If items are missing or done incorrectly, you will be asked to revise your ms, which will delay publication.

Item N°	Sample SG4ED ms item.	Notes
1	<p>Reviewer 1: Comment A Your response to reviewer’s comment 1A</p> <p>Reviewer 1: Comment B Your response to reviewer’s comment 1B</p> <p>Reviewer 2: Comment A Your response to reviewer’s comment 2A</p> <p>Etc ++++++</p>	<p>for sample ms opposite (These additional notes are not of course to be copied into your ms.)</p> <p>You will not, of course, be able to include this section in your first draft ms, simply because your ms will not yet have been reviewed.</p> <p>You must include this section for all ms after v1, including the final ms.</p> <p>Reviewers’ comments and your responses will be deleted from your final ms before the article is published.</p>
2	<p>Filename Overall word count – to nearest 100 words Word count for abstract – to nearest 10 words Date sent to editor</p> <p>Main author Full name in English ___ Affiliation ___ Email ___ Alternate email ___ Mobile phone (include country code) ___ Other phone (include country code) ___ Fax ___</p> <p>2nd author (fewer details needed) Full name in English ___ Affiliation ___ Email ___ Mobile phone (include country code) ___</p> <p>3rd author Full name ___ Etc. ++++++</p>	<p>Cover sheet. Supply a cover sheet as indicated opposite.</p> <p>As this is in green (opposite), include this only in the final version. Do the cover sheet exactly as indicated here.</p> <p>Overall word count does not include the reviewers’ commentaries, your responses and the cover sheet.</p> <p>The main author is the contact person. Other authors will not get email from the editors. The main author must correspond with their co-authors.</p>
3	<p>Debriefing games: Some useful techniques</p>	<p>The title of your paper should be chosen for accuracy, appropriateness, succinctness and flair. Shorter titles are best. Sub-titles should be used where appropriate. Use lower-case letters in the title, except for words that are always capitalised. Use only common, standard abbreviations, such as UNESCO.</p>
4	<p>Marijani Jonessmithdupont University of Gaming, Thailand Anne Dupont</p>	<p>Author Affiliation (university or company, not Dept), Country</p>

University of Simulation, France

5 The abstract must be the epitome of **clarity**; it is written in tight but clear language. It gives potential readers a precise and easily-accessible **overview** of the article, so that they can decide immediately on the article's potential relevance to their interests. It **summarizes** the main points and their interrelations in a structured manner. It also indicates the main **conclusions**. It should be both informative and suitable for abstracting services. **Clarity** and **succinctness** are more important than style and flow (prose) here. **Short** sentences achieve both these objectives. **Active** sentences are best; split infinitives are to be avoided, as are 'there is/are' structures. The abstract should normally be **150** to **250** words. Consult APA for more help.

6

KEYWORDS: control; human-computer interaction; interaction; ISAGA'94; participation patterns; participant perceptions; research perspectives; SIMSOC; simulation/gaming; United Nations

7 This is where your main text starts. The first section of the main text should be fairly short, with NO heading (the paper title serves as the heading). The objective of these first paragraphs is to introduce the reader to the main concepts, ideas, organization, objectives, rationale, problems and so on of the article.

Although these first few paragraphs do not constitute an abstract, some of the information in the abstract may be re-stated here, but in a less stylistically-tight and propositionally-condensed form, and perhaps providing more detail about some of the most important issues and topics addressed. This section thus also clearly states the main objectives of the paper and at least summarizes the main conclusions/findings. It also provides some background and some preliminary data and/or analysis.

This section is thus much more of an invitation to read than is the abstract; it should engage the reader's curiosity at the outset, encouraging her or him to read on. These few, probably short, paragraphs say to the reader: "Hey, you should read this paper because ...". It may also include an interesting anecdote, to catch the readers attention.

8

Level one heading

It is after your first main heading that the nitty gritty of your discussion starts. Headings should be kept as short as possible, giving them more impact. Use lower case whenever possible. Use many headings; avoid long stretches of text without headings.

Abstract. Follow the advice opposite.

For longer abstract text, use the start of the main body of your ms - see below.

You can also do a **structured abstract**, maximum 300 words. See <http://informationr.net/ir/hartley2.html> for some useful discussion, especially about structured abstracts. The article is reproduced [here](#).

For keywords, use **alpha order**; **semi-colon** separation; **lower case**, as above, unless otherwise required. Include as **many** keywords as reasonably necessary. If in doubt, add more rather than fewer, e.g., an article with the keyword *pollution* might also warrant the keywords *environment*, *environmental protection*, etc. Indicate number of words in the cover sheet (above).

After the keywords, write a general **introduction** and **invitation to read** for your article, but with no heading. See the text opposite for indications on how to write these first paragraphs.

This is the start of your first main section, using a level one heading. Your level one heading should be centred and **bold**. Extra space above.

From here on, use a maximum of three levels of heads (main headings, sub-headings and minor headings) as described below. However, avoid only one sub-heading within a main-heading section; and also a single minor heading under a given sub-heading.

End notes [1] are indicated with brackets. No foot notes. See below.

9
Level two heading
 Followed by your text. For a new paragraph, use just one single return, as below.
 This is a new paragraph.

This is the start of a new sub-section, under a level 2 heading. Your level two heading should be flush left and bold. Extra space above.

10
Minor heading
 Followed by your text.

This is the start of a new minor sub-section, under a level 3 heading. Your level three heading should be *indented* with a tab and **bold italic**. Extra space above.

11 The rest of your text. Keep sentences short; active voice; avoid “there is/are”; use relatives “that / which” correctly; say “I say **that** it is”, not “I say it is”. See above and the check list for more details.

12 Table 1: Interaction and control in computerized simulation.

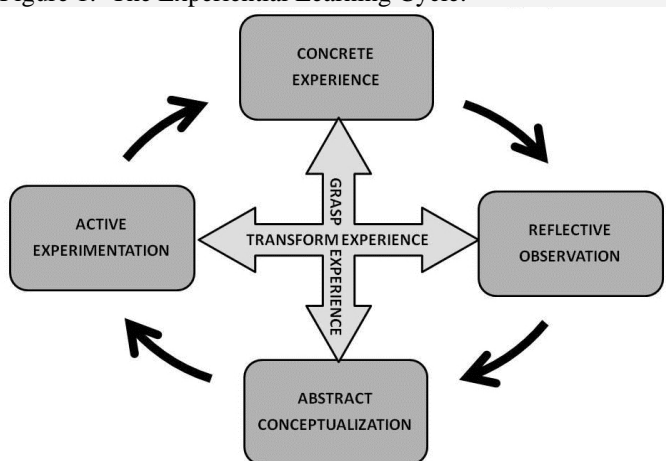
	CAS	CBS	CCS	CDS
	Assisted	Based	Controlled	Determined
Control	Salut	Ciao	Tarra	Bonjour
Interaction	A+	Hello	Howdee	Bye

Adapted from Crookall et al (1986).

Example of a table. Use simple lines for all cells. Set the table flush left. Leave all cells white. Use 10pt font size for all cells.

Later, the table will be formatted in the most suitable manner for publication.

13 Figure 1: The Experiential Learning Cycle.



Source: Kolb & Kolb (2009), reproduced here with permission.

Example of a figure. Do not put a margin round the figure. Set the figure flush left. Later, the figure will be formatted in the most suitable manner for publication.

If the figure is obtained or adapted from another source, indicate reference in the usual manner. If possible, obtain permission and send permission to the editor.

A suitable and as short a **title** as possible should be placed under each table or figure. Source, if any, to be provided.

- 14** Notes
1. For more details on the three-level system of headings, see elsewhere in this document.
 2. Make sure all notes correspond to their correct numbers in

Endnotes. Make sure that note numbers correspond to numbers in the text. Each note is a complete paragraph, numbered and indented.

the text.

3. Make sure that a note is really necessary, and that it cannot be placed in the text.

Numbers in the text are put in square brackets (same size as text), as in [3].

15	<p>Acknowledgements We would like to thank ...</p>	<p>Acknowledgments should be made here, in a footnote, for example, to colleagues. Also, if you have been particularly pleased with the help that you have received from your reviewers or native readers, you may wish to mention this here.</p>
16	<p>Declaration of Conflicting Interests The authors ...</p>	<p>If none, then say: The Author(s) declared no conflicts of interest with respect to the authorship and/or publication of this article.</p>
17	<p>Funding This article was supported by a grant, N° 123456789, provided by ...</p>	<p>Details of grants and other financial support related to the writing of your article or to the research giving rise to the article. If none, say something like: No funding was received for the research or the writing of this article.</p>
18	<p>Author's note This article is based on a paper delivered at ...</p>	<p>Other items can be placed here, such as reference to a paper in a conference proceedings from which your article is drawn.</p>
19	<p>References Greenblat, C. S. (1987). <i>Designing games and simulations: An illustrated handbook</i>. Newbury Park: Sage Publications. INTERWORD. Computer Concepts. (1986). Hemel Hempstead: Computer Concepts (Gaddesden Place, Hemel Hempstead, Herts HP2 6EX, UK). Lakin, M. & Costanzo, P. R. (1975). The leader and the experiential group. In Cooper, G. (Ed.) <i>Theories of group processes</i>. London: Wiley. SIMSOC. (3rd Edition.) Gamson, W. A. (1978). New York & London: The Free Press (c/o Macmillan, 866 Third Avenue, New York, NY 10022, USA). Teach, R. D. (1990). Profits: The false prophet in business gaming. <i>Simulation & Gaming: An International Journal</i>, 21,(1) 12-26</p>	<p>Put into italics the appropriate items (mostly book titles, journal titles). Consult APA style for all reference types, for example the web pages indicated above.</p> <p>Note that GAMES and software titles are in all caps, listed alphabetically according to their name, in with authors.</p>
20	<p>Bios Lea R. Ning has been hooked on games for many a year. At this point write a short bio-statement, which might include any of the following (or other) items: degrees, recent publications and simulation/games designed, current research, training, personal interests, activities, association responsibilities, noteworthy accomplishments, a favourite short quote. Contact: Department of Game Engineering, University of Learning, 678 Model Street, Box 9009, Playville, SG 12345-9009, Playland; telephones +33 (0)4.29.19.09 (w) & +99 101-010-0102 (h); fax +60 909-090-9090; lrn@unl.edu; http://www.here.me.</p>	<p>Follow the format given here exactly. Include hyperlinks for email addresses and web links. If single author, then use heading "Bio".</p>

Sim Ulation likes paddling games and has written the world's all-time best-seller on the subject, called *New Games for Old Paddlers*. Bio-statements should be about 100 words or less, and certainly no longer than 150 words, per author. Start a new paragraph for each author. Do not use titles, but mention (if you must) key degrees. Contact: Institute for Watery Studies, Pond University, ..., ..., Simland; telephone +44 (0)1305-889-352; su@iws.su; <http://www.there.me/site>.

21**Appendix 1: Subtitle**

You may provide text and other material in an appendix. Generally, an appendix will contain text and material that is not suitable for the main article text.

Remember that all appendices are counted in the word count for your article.

Appendix 2: Subtitle

Appendices are usually in 10pt. Extra space before. Each appendix has a title as follows:

Appendix 2: Pictures used in the game

Thank you for your interest in publishing in *SG4ED*
If you see any **mistakes** in this guide, or
if you see **ways** to make it **easier** to follow,
please write to [@gmail.com">sg4ed.editor |@| gmail.com](mailto:sg4ed.editor)