

ENCATC CONGRESS 2026

Education & Research Session

Guidelines for Submission of Full Papers

The full paper should be uploaded through the Final Submissions section in Ex Ordo **by the 25th of June.**

Please carefully follow the instructions below when preparing your manuscript.

- The full paper must be submitted in PDF format only.
- The full paper must be written in British English.
- The full paper must count 3,000 words maximum (excluding bibliography).
- Authors should not include page numbers in the PDF. Page numbers will be added during the book production process.
- Authors should not create headers in the document. Headers will be added automatically during the editorial production of the Book of Proceedings.
- Standard page margins should be used.
- Font:
 - Noto Serif
 - Title size: 15 pt
 - Body text size: 9 pt
- Images, figures, and tables may be included in the paper. The minimum image resolution is 300 dpi.
- All submissions must use APA 7th edition citation and bibliography style consistently throughout the manuscript.
- Author biographies must be included within the PDF manuscript.
- Biographies must be written in the third person. Length: 80–120 words.
- Authors may place biographies either before or after the main text.

Additional technical requirements

- The PDF must be an exported digital file (not a scanned document).
- The PDF must not be password-protected.
- All comments, annotations, and tracked changes must be removed before submission.
- Authors are responsible for obtaining permission for any copyrighted material included in the manuscript, including images, figures, and tables.

Publication-ready requirement

- The submitted PDF must be considered the final publication-ready version.
- The uploaded PDF will be published substantially as submitted.
- No language editing, formatting correction, or bibliographic standardisation will be undertaken by the editors after submission.

Impact & Engagement

- Authors are required to include an Impact & Engagement paragraph of approximately 300 words in addition to the 3,000-word limit for the main paper. This section should be presented as a separate section of the manuscript.
- This section should explain the potential contribution of the research beyond academia and may refer to anticipated, in-progress, or evidenced impact.
- The paragraph should briefly address:
 - the problem, opportunity, or knowledge gap addressed by the research;
 - the communities, organisations, practitioners, policymakers, educators, students, or other stakeholders who may benefit from the findings;
 - the likely pathways through which the research may be used or taken up;
 - the expected or observed change resulting from the research;
 - possible indicators or evidence that could substantiate such impact.
- The Impact & Engagement paragraph should be placed after the conclusion and before the references.

Submissions that do not comply with these technical and formatting requirements will not be eligible for inclusion in the Congress Book of Proceedings.