

# Rapid Community Reports Formatting Guidelines

Rapid Community Reports (RCRs) have three type of submissions:

- **primers** - short introductions to a key topic in learning science and technology
- **workshop outcomes** - reports which detail the results from a focused meeting on a specific theme
- **design reflections** - a critical look at an emerging design as it relates to a problem of practice, learning challenge

Please see the RCR homepage at <https://rapidcommunityreports.circlcenter.org/> for the specific content requirements characteristic of each of these three unique submissions.

Regardless of whether one submits a **primer**, **workshop outcome**, or **design reflection**, we ask you to adhere the the following.

## Document Formatting

Download the Google Doc template and **make a copy** to enter your writing. Name the doc to include submitting author's last name, type of RCR, and date (month/year). For example, Smith\_Primer\_042020. When you are ready to submit your RCR, please share with [rcr-circl@digitalpromise.org](mailto:rcr-circl@digitalpromise.org).

If you have any difficulties or questions, please contact: [rcr-circl@digitalpromise.org](mailto:rcr-circl@digitalpromise.org).



## **Document Outline**

Please ensure your paper is structured according to the sections characteristic of the submission type (please see RCR content requirements linked above).

## **Font**

Please use Helvetica Neue for the body (14 font or 11 font), headers (26 font), and subheaders (18 font). The headers are alone on their own line, with a blank line before, but none after. All are left-justified, and use "sentence case" (first word capitalized). If there is a colon in the heading, the first word after the colon is capitalized.

The title font is Roboto Slab. It is used for the submission title.

Please only use these two fonts in your submission, including in figures and equations. Emphasis (Use italics) In general, italics (rather than bold or underline) should be used for emphasis in your text when needed.

**Title formatting** = 24 point, Roboto Slab (Normal), left aligned, sentence case, 5-10 words

Titles must be left aligned in Roboto Slab 24 point normal. The style "Title" in the Template has those specifications. Sentence case must be used. Sentence case capitalizes the first letter of the first word of the title. Titles that use a colon must capitalize the first word after the colon. Please use a colon rather than a dash. Titles that use quotations must also use sentence case for those quotations. For example: "I hate using style sheets!" Trials and tribulations of authors

**Header and Subheader formatting** = Header names are already provided in the template (26 point, Helvetica Neue (Light), left aligned, sentence case) and must be used. The style "Heading 1" in the Template has those specifications. Subheaders need to be named (3-5 words) and use 14 point, Helvetica Neue (light), italics, left aligned, sentence case. The style "Heading 2" in the Template has those specifications.

**Hook sentence formatting** = 14 point, Helvetica Neue (light), italics, left aligned, sentence case, 1-2 brief sentences or a question that grabs attention of the reader. This hook should pose a question or offer a concise description of the main point of your piece. For example: "*How do you adapt design to be more inclusive?*" or "*Inclusive design for an informal maker program needs interest-driven aspects.*"

**Abstract** = 14 point, Helvetica Neue (light), left aligned 3-5 brief sentences (up to 50 words) that summarize the main points of your article.

**Keyword list** = 14 point, Helvetica Neue (light), left aligned

Please include a keyword list with up to 5 keywords or phrases separated by commas.

**Author list** = 14 point, Helvetica Neue (light), left aligned

Include the name, institution, and email address of each author. (Do not include physical addresses.)

**Leading quotations** = centered, half-inch indent both sides, italics

If you wish to open your submission with a quotation, it should be placed before the Introduction header, with a blank line both before and after the quotation. It should be centered in 12 point Helvetica Neue (light), italic. Make sure to include the author and date in parentheses at the end.

## **Quotations**

Transcripts and bulleted/enumerated lists do require blank lines before and after and are handled with their own styles. (See below.) Bulleted and enumerated lists (¼" hanging indent; 3 pt space before and

after) Bulleted and enumerated lists are in 10 point Helvetica Neue font and having a 3 pt space before and after each line. They are indented a quarter-inch on the left and have a quarter-inch hanging indent. Pull quotes that spotlight a particular point or insight in your work can be added in the Google doc template and can be inserted accordingly.

**Tables** = centered, title is 10 pt Helvetica Neue underlined, left-justified

Table titles are in 10 point Helvetica Neue underlined and left-justified. There is a 10 point white space between the table title and the table. The table title should include the word "Table" followed by a number, then a colon and the title. (See Template for examples) The table should be centered. Text in the table cells may be either 9 point or 10 point Helvetica Neue. Any smaller is difficult to read. Titles of table cells should be in Helvetica Neue as well. Text inside should use full justification. There should be a 3 pt space before and after each term to provide similar spacing as for a list.

**Figures** = centered, title 10 pt Helvetica Neue, partially underlined, period (See Template for examples). Figures are centered. There is a 10 point Helvetica Neue space before the figure and no space between the figure and its title. There is a 10 point Helvetica Neue space after the figure title and before the body text resumes. The figure should be alone on a line and the wrap-style used should be "in-line with text". See Figure 3 for an example. The figure title is in 10 point Helvetica Neue. The word "Figure" and the number which follows are both underlined and then followed by a period. The figure title itself also ends in a period. Figure captions should be short. They should not be a paragraph long.

**Pull Quotes** = These are design elements that you can format into your report. There are placeholders in the Template as well as options for other colors for your use.

**Citations, References and Resources** = APA format

Citations and your reference list should follow APA format. Please limit your references to include 5-7 main readings that will be most useful to your reader. This is not a comprehensive list, but rather a brief list of key readings in the field on this topic. Use the most recent version of the APA guidelines. Citations in the text should include the author and date for the work cited and when direct quotations are used, the page number, e.g. (Apostrophe & Semicolon, 2012) or (Apostrophe, Semicolon & Ampersand, 2011, p. 18) or (Apostrophe, et al., 2003).

The Reference list should be placed under a level one heading titled "References". The references follow the main body of the paper, but come before the Resources. The "Resources" should list 3-5 additional materials (website, blog post, news article) that provide further information to the reader on your topic. The Resource list should be placed under a level one heading titled "Resources." Acknowledgements follow Resources.

They are in 14 point Helvetica Neue. There is a space between references and resources. For example:

Greybeard, A. P. & Wizwoman, B. Z. (2009). Designing our way to new learning: Two decades of innovation and improvisation in the classroom. New York, NY: Scholarly Publishers, Inc.

Insightful, M. W. & Brilliant, J. P. (2000.) Yes we learn! Teaching and Learning Insights, 5(1), 12-33.

Wizwoman, B. Z. (2007, June). Excellent paper full of profound insights. In Apostrophe, J. D., Semicolon, J. D., & Ampersand, J. D. (Eds.), Learning and Growing: Proceedings of an International Society of the Learning Sciences Conference, 2007 (101-121). SomeCity, SomeCountry: International Society of the Learning Sciences.

**Appendices** - avoid if possible; if necessary place at end; use Heading 1 for title. Avoid appendices unless absolutely necessary.