



Submission Guidelines for Visual Literacy Today:  
Selected readings from the International Visual Literacy  
Association conference 2016/17

*Edited by Kristen Harrison*

## **INTRODUCTION**

The Selected Readings (SR) book is an annual publication derived from papers from the IVLA's annual conference and, over the years, it has been expanded to include some exceptional writings that have not been presented at the IVLA annual meetings. The publication is an important reference point for current research and ideas concerning visual literacy.

## **CRITERIA FOR SELECTION**

All speakers at the 2016 and 2017 IVLA conferences are invited to submit papers for consideration. Paper from outside the conference will also be considered if they are aligned with the conference theme from one or both years. The editors will select those papers they deem appropriate and relevant for the publication. In order for papers to be considered they must be:

- Presenters' papers from the IVLA conferences 2016 or 2017; or, be relevant to the thematic context and scope of the IVLA conferences for the relevant years.
- Papers should be concerned with applications of Visual Literacy that are not frequently reported in the literature. Interdisciplinary papers will also be given precedent.
- Submitted for consideration by 30 November, 2017.
- Formatted to the exact guidelines set out in this document.

## **EDITORIAL PROCESS**

- Papers will be shortlisted by at least two editors. Please note that any manuscripts that do not conform to the guidelines will be immediately rejected.
- Every paper will be read by at least two external reviewers.

- Remember that the quality of your images is just as important as the quality of your words. Please ensure you submit good quality images with your paper as this will be a factor in the editors' decision.
- The editors/reviewers will decide to either publish the manuscript as submitted, publish the manuscript with suggested revisions, or reject the manuscript for publication. In all cases the author will be notified of the decision, and receive the editors' comments via email within approximately four weeks after submission.
- Published submissions will appear on this website under a Creative Commons 4.0 Non-Commercial Attribution license (see below).

## **GUIDELINES FOR SUBMISSION**

Please read this document carefully before submitting your paper. Manuscripts that do not conform to these guidelines will not be considered.

### **Deadline**

Papers must be submitted by email to [kristen@thecurvedhouse.com](mailto:kristen@thecurvedhouse.com) by no later than **30 November, 2017**.

### **What to Submit**

- Please submit one digital copy of the complete paper that includes the title of the work (preferably not exceeding 40 letters and spaces) followed by an abstract of 150-250 words and a list of 4 or 5 keywords or brief phrases. This copy must have all author information removed.  
*and*
- A separate file with the title of the work (preferably not exceeding 40 letters and spaces) names and contact information for all authors (include name, highest degree, mailing address, phone, fax, e-mail, and institutional affiliation as appropriate).

### **Formatting**

- You may use this document as a template.
- All submissions must be a Microsoft Word .doc or .docx file.
- The styles for formatting headings, body text, footnoting and so on are detailed below and are also provided within the "Styles" menu in this document.
- Submitted papers are deemed final. Please ensure your paper has been edited/proofread and is ready for publication.
- The manuscript should be between 10-20 pages long. Please do not include page numbers.
- Indicate **headings** and **subheadings** for different sections of the paper clearly. Do not number headings.

## Styles OP

- Body text: Arial, 12pt, 6pt paragraph spacing
- Document title: Arial, Bold, 20pt, Title Case
- Author name: Arial, Bold, Italic, 12pt
- Keywords: Arial, 12pt
- Figure titles, legends and captions: Arial, 11pt
- Block quotations: Arial, 12pt, italic, indented 10mm from left margin
- Heading 1 (paper title): Arial, Bold, 16pt, Title Case
- Heading 2 (first level heading within text): Arial, Bold, 16pt, Title Case
- Heading 3: Arial, Bold, 14pt
- Heading 4: Arial, Bold, 12pt
- Heading 5: Arial, Bold 12pt, itlaic
- List Paragraph (dot/bullet points): Arial 12pt, plain circular bullet, with white circular bullet for indents.
- Endnote citations: 9pt Arial

## Citations

### Endnotes

These should also appear on the final page of your document (i.e. as Endnotes not as footnotes at the end of each page). Use the H2 style for the title “Endnotes” and set all citations left aligned, in 9pt Arial. The editorial style should follow APA referencing style.

### References

- Reference citations in- text. Please follow the APA referencing style (6th ed.) for in-text citations. See <http://owl.english.purdue.edu/owl/resource/560/02/>*
- Reference list. A full list of references quoted in the text should be given at the end of the paper in alphabetical order of authors' last names (or chronologically for a group of references by the same authors).*

Examples of reference styling:

### ***Journal Article***

Herbst-Damm, K. L., & Kulik, J. A. (2005). Volunteer support, marital status, and the survival times of terminally ill patients. *Health Psychology, 24*, 225–229. doi: 10.1037/0278-6133.24.2.225

## **Authored Book**

Mitchell, T. R., & Larson, J. R., Jr. (1987). *People in organizations: An introduction to organizational behavior* (3<sup>rd</sup> ed.). New York, NY: McGraw-Hill.

## **Chapter in an Edited Book**

Bjork, R. A. (1989). Retrieval inhibition as an adaptive mechanism in human memory. In H. L. Roediger III & F. I. M. Craik (Eds.), *Varieties of memory & consciousness* (pp. 309–330). Hillsdale, NJ: Erlbaum.

For more information about APA styles and formatting see:

<http://owl.english.purdue.edu/owl/resource/560/05/>

## **Tables and Figures**

- a) Remember that this is a visual literacy paper. You are encouraged to add *good quality* pictures to your paper. An electronic version of each figure, table, or graphic should be submitted in the highest resolution and quality available, separate to the main document. A low resolution version should be embedded in the document to show its position.
- b) The Selected Readings will be published online so color images may be used.
- c) Number all tables with Arabic numerals sequentially. Do not use suffix letters (e.g. Table 3a, 3b, 3c); instead, combine the related tables. If the manuscript includes an appendix with tables, identify them with capital letters and Arabic numerals (e.g. Table A1, Table B2). The following image illustrates the basic structure of tables. Table 2 For more information see:  
<http://owl.english.purdue.edu/owl/resource/560/19/>
- d) The height of figures should not exceed the top and bottom margins. The text in a figure should be in a sans serif font (such as Helvetica, Arial, or Futura). The font size must be between eight and fourteen point. For figures, make sure to include the figure number and a title with a legend and caption. These elements appear below the visual display. For the figure number, type *Figure X* (in italics). Then type the title of the figure in upper and lowercase letters. Follow the title with a legend that explains the symbols in the figure and a caption that explains the figure. For more information see:  
<http://owl.english.purdue.edu/owl/resource/560/20/>
- e) All tables, figures and images **MUST be supplied as jpeg or PNG files** AND embedded in your Word document to indicate its position. Please supply images in one folder, clearly labelled, and with positions marked within your manuscript. We cannot extract images from your word document and papers that do not come with images supplied separately may be automatically rejected.

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Finally, it is a condition of publication that authors agree to their work being published under **Creative Commons licensing**. This enables us to disseminate the work in all forms, to the widest possible readership, while ensuring you are credited. All manuscripts must be accompanied by a statement confirming that the work has not been previously published elsewhere, or if published that permission for reproduction (under Creative Commons) has been received, and that it has not been submitted simultaneously for publication elsewhere. This statement must include images – it is the author's responsibility to clear permissions for all images. The statement should also indicate your consent for your work to be submitted to ERIC database.

## Awards

Each year, outstanding submissions are considered for two awards:

- Editors' Choice Award: This award is given to the paper the editor/s consider the best work of all of the contributed papers. The Editors' Choice Award paper is distinguished from the other papers in the book with a distinctive corner marking in the publication. The editors determine this award.
- Braden/Beauchamp Visual Literacy Award – This award, named for two previous editors of the Selected Readings, seeks to honor the paper that best helps contribute to the definition of the study of visual literacy. This award is given only in years where sufficient contributions have been made to the Selected Readings in this area. The editors also determine this award.

## Summary

We look forward to your submission to the IVLA's 2014/15 book of Selected Readings. If you need any additional assistance, please contact the editor:

**Kristen Harrison: [kristen@thecurvedhouse.com](mailto:kristen@thecurvedhouse.com)**

Please see overleaf for a sample formatting, to demonstrate the correct styles to be used in your submission.

# **Reading, Writing and Seeing in the 21<sup>st</sup> Century Classroom: An Integrated Approach to Literacy**

***By Author Name***

## **Abstract**

Ours is a visual world, so how can we best equip children to navigate the post-digital age? Designed for primary educators, librarians and literacy coordinators, this 2-hour workshop will demonstrate how visual literacy can be integrated into the teaching of text-based reading and writing skills. Berlin-based publisher, Kristen Harrison, will present a working model for teaching reading, writing and visual literacy at primary level. Not only will participants come away with exciting innovative strategies to put to immediate practical use, they will also receive teaching kits and a gift-pack of books from Curved House Kids.

## **Keywords**

reading, writing, books, literacy, publishing

## **Introduction**

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## Endnotes

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<sup>i</sup> This is an example of an endnote citation. Please use endnotes (not footnotes), styled in Arial 9pt roman text, with roman numbering (i, ii, iii)

<sup>ii</sup> This is an example of an endnote citation. Please use endnotes (not footnotes), styled in Arial 9pt roman text, with roman numbering (i, ii, iii)

<sup>iii</sup> A second endnote example.