

Checklist for Editing the Final Paper for the 2026 CEEA-ACÉG Conference Proceedings

Please use this Checklist as a reminder when you are editing the final version of your paper for publication in the 2026 CEEA-ACÉG Conference Proceedings. All the papers need to be formatted *strictly* as per the template provided in the “**Author Guidelines for the full paper**” document (a Word document) posted on the [Call for Submissions](#) webpage.

- The Header and Footer sections include the exact information in the template.
- Add the Paper ID to “Paper XXX” in the Footer section on the first page *and* the second page so that all the pages include the Paper ID. This ID is a number attached to your paper submission. You can find the Paper ID information when you log into the submission platform (Oxford Abstracts) via <https://app.oxfordabstracts.com/dashboard/events/76155> or in the email communications about your paper submission.
- The Abstract is no more than 150 words.
- All headings and subheadings are numerically labelled, in the exact font type and size, as per the template.
- No space is added between paragraphs.
- Each paragraph is indented, as per the template.
- The texts in all paragraphs are fully justified, i.e., flush left and flush right.
- The spacing between a heading or a sub-heading and the paragraph beneath it aligns with the template.
- The font type and size in all tables and figures align with the template.
- Include the number of the approved research ethics protocol or exemption information into the Methods or Acknowledgements section, for papers that used data collected from human participants.
- Check the reference list to ensure that the information about all the references is included and formatted in the IEEE style.
- New this year:** Describe AI uses or no AI use in the Disclosure Statement.
- A very recent recommendation** (not in the Template): Between the Abstract and the Keywords, insert a line about the paper type using one of the following four options, in 10-point Times New Roman, flush left to the column.

Paper Type: Educational Practice

Paper Type: Research

Paper Type: Conceptual

Paper Type: Literature Review

The paper type should align with the Track that fits your paper. This is the track to which you submitted your final paper via the submission platform (Oxford Abstracts).

Should you have any questions about editing your paper as per the template, please reach out to editor@ceea-aceg.ca.