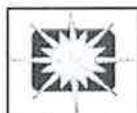


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Last Modified: 2011/03/1

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#### TYPES OF MANUSCRIPTS

**Research Papers** : Papers that are concerned with the learning impact of various approaches to online learning and teaching. They discuss the literature related to the approach employed and include a measure of the learning impact of the approach employed.

**Case Studies**: These highlight a particular online instructional setting in which online resources were used to address a particular challenge. They present a discussion of the challenge from current literature, what was done to solve or explore it, and the results of the project. They often offer suggestions for others interested in addressing similar challenges.

**Concept Papers**: Papers that present new concepts in online teaching and learning. They offer a discussion of the literature related to the concept along with a discussion of the major issues for future research needed to validate the concept.

**Position Papers**: Papers that describe a problem or issue in online teaching and offer a suggested solution or direction. The position is supported with both a logical argument and a review of the pertinent literature.

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- Use of personal pronouns ("I", "we", "our", etc.) is strongly discouraged in all but Position Papers and Instructional Design Notes. Use third-person (e.g., "the author" instead of "I") or passive voice (e.g. "data were collected" instead of "we collected data") whenever possible.
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  - the author designated as the contact person.
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