UCn **UNIVERSITY COLLEGE OF NORTHERN DENMARK**

Checklist before submitting your paper/poster

Before you submit your paper/poster, please check that your contribution meets the requirements listed in the checklist below. If the formal requirements are not met, your paper will be rejected with a view to revision before it can be submitted for review.

Requirements

- That the paper is in English.

- That correct language is used, meaning that the English language is correct, and that the manuscript has been proofread.

- That tables, figures and illustrations comply with copyright terms if they were not produced the author(s), and that written permission for use has been obtained from the original author(s).

- That you have used the ECRPL2025 template, which is available through our website [European Conference on Reflective Practice-based Learning 2025](#)

- That the manuscript satisfies all formal requirements, including length, referencing style, quotation style, etc.

- That references have been double-checked to ensure that the reference list is complete according to the references made in the paper, and that it does not contain excessive / non-referenced sources

- That the document has been saved in Word-format

- That the document has been anonymised, i.e. that all personal data about the authors have been deleted from the document, including references to the authors' own publications, for the purposes of blind reviews.

- That the contribution has not previously been published, nor that it has been submitted for review elsewhere or that it will be submitted elsewhere while it is undergoing review for ECRPL2025

- That use of generative AI and AI-assisted technologies in scientific writing is declared by adding a statement at the end of the short paper, full paper, or poster when it is submitted. The statement should include information about which AI tool was used and to what extent it was used. The statement will appear in the published work and should be placed in a new section before the references list. Using tools to check grammar, spelling and references <u>does not</u> require a statement. If you have nothing to disclose, you do not need to add a statement.