TYPE TITLE OF CONTRIBUTION HERE (STYLE ‘ICMI Study 24 HEADING 1’)

Type the name(s) of the author(s) here and underline the Main/corresponding author

Type the author institution(s) beneath each name

Type your abstract here, after leaving ONE empty line below the author(s) names. The purpose of this paragraph is to present a short abstract which uses italic font and may have a length of up to 12 lines. The word abstract is not needed at the beginning of the abstract. The style of this abstract is called ‘**ICMI Study Abstract’**.

MAIN SECTION (HEADING STYLE ‘ICME HEADING 2’)

This is a template for preparing paper proposals for ICMI Study 24 adapted from PME and ICME13, however, please note that there are significant differences to those templates. It makes use of “styles” that have been set up for this particular document. This paragraph uses the style ‘**ICMI Normal’** to ensure that the text is in 12pt Times New Roman with the right line spacing, and so on. This style automatically provides a 6pt space after paragraphs, which means that you do not need double returns between paragraphs. Other styles, such as **ICMI Abstract**, **Heading** **1**, and **Heading 2** style used above, automatically produce the appropriately formatted text. The use of styles helps to ensure a consistent appearance for all papers.

Sub-section (Heading Style ‘ICMI Heading 3’)

Three heading styles should be sufficient to structure your paper: Heading 1 for the title, Heading 2 for main sections, and Heading 3 for sub-sections. Please do not number sections or sub-sections (as opposed to lists).

Using this document

The easiest way to use this document is to keep a copy of this original template (since it contains all the instructions) and then save a copy of this file using the intended file-name for your proposal. **Files must be saved in pdf-format** and **in word-format (docx)**.

Filenames should indicate the selected Theme and the name of the main/corresponding author.

So, for example, a proposal for Theme A by **Dufus and Smith** should have the filename **ThemeA\_dufus.pdf** (\_ is an underscore not a space).

|  |  |
| --- | --- |
| Paper submission to a Theme. Use the right Theme reference as A, B, C, D or E, **eight pages as maximum**, using this template | Theme \_authorname.pdf |

Table 1: Kind of submission and abbreviations for file to be used

The page limit is **eight pages**. You have to abide to this page limit, otherwise the proposal will not be considered for the review process. When considering this page limit, make sure you have not changed font sizes, margins, or paper size!

Once you have your copy, the simplest way to work with the styles is to start typing over what is already here. If you need a heading or paragraph of a certain style in another part of the paper, simply copy and paste one that you already have. You just need to make sure you include the whole paragraph including the paragraph mark at the end (to make paragraph marks and spaces visible, get Word to ‘Show Formatting’). You can also see which style applies to a particular paragraph by inserting the cursor in the paragraph and looking at the ‘style’ box visible in the Formatting Toolbar (usually next to the boxes showing the Font and Font Size). You can change the style of a paragraph by highlighting the paragraph and selecting the desired style from the selection shown in that style box; this may be useful if you need to paste in some material from another document. If you cannot see the Formatting Toolbar you can make it visible using the ‘View’ menu.

Tables, Figures, Quotes, Transcripts and Bullet Lists

Tables are often tricky to design and prepare. The APA style guide gives some useful information about presenting tables. Tables and figures can be labelled as below (this approach differs from APA conventions). Ensure that tables and figures do not spread outside the margins of the page. Try to avoid the use of too much grey scale, as this is not always good readable.

|  |  |  |
| --- | --- | --- |
| Conference Year | Number of good tables | Number of bad tables |
| 2002 | 22 | 18 |
| 2003 | 45 | 36 |
| Total | 67 | 54 |

Table 2: Titles of tables, figures, diagrams, are in the style ‘**ICMI Study24 FigTitle’**

Quotes shorter than two lines are normally included within the text, inside quotation marks. For longer quotations, use the following style.

Indented quotations (more than two lines) are in the style Quote. If you wish, you can also use this style for other text that you want to display without using a table. What you must not do, however, is use this size font for the whole paper!

If you wish to include some transcripts, you may use either of the styles **Numbered Transcript** or **Transcript**, as in the examples below.

First, we show the **Numbered Transcript** style:

1 I: So what did you notice about the two figures?

2 S1: I saw that there were major differences.

3 S3: So did I, but in my figures one was a great deal larger … almost twice

4 the area … 4 in fact.

The second approach is to use the **Transcript style**:

Interviewer: So what did you notice about the relationship?

Elizabeth: One figure is always twice the area of the other.

If possible, please avoid bullet lists because they have to be formatted in different ways depending on the text following the bullet points. If a bullet list is substantial for your paper, please use the Bullet style as shown below:

* This uses Bullet to achieve the bullet list, so that the text hangs and lines up properly.
* You may need to add 6pt of white space to the end of the list, by going to Format -> Paragraph and adjusting ‘Space After’ to 6pt.

Normally there should be 6pt of white space between this paragraph and the bullet points above, but, as just described, you will have to change this manually.

Page set-up and formatting

Please use formatting for A4 paper, size 21 cm x 29.7 cm. Margins should be set at 2.5 cm top and 2.5 cm bottom; 2 cm left and 2 cm right.

All text should be Times New Roman. Sizes are 12 point for Normal, and Fig Title; 11 point for Quote, Reference, Transcript and Numbered Transcript. Style ICMI Study 24 HEADING 1 is 14 point, ICMI Study 24 HEADING 2 and ICMI Study 24 Heading 3 are both 12 point. Please use a single character space only between sentences.

Presenting references

The references should be presented as shown at the end of this document with the heading set using the ‘Heading 3’ style. References use the Reference style which results in 11 point type and a hanging indent (0.51cm). Authors should follow the style given below in the paragraph references, which is a simplified version of APA Reference style, Sixth Edition. Please make sure that all publications cited must appear in the reference list, and all publications in the reference list must be cited. **The references are included in the page count**.

Additional information

If you have problems with this template, please contact the Conference Scientific Secretary at icmi24@human.tsukuba.ac.jp

References (REFER TO ICMI STUDY relevant references)

Ball, D. L. (1990). Prospective elementary and secondary teachers’ understanding of division. *Journal for Research in Mathematics Education*, 21(2), 132-144.

Chapman, O. (2003). Facilitating peer interactions in learning mathematics: Teachers’ practical knowledge. In M. J. Høines, & A. B. Fuglestad (Eds.), *Proc. 28th Conf. of the Int. Group for the Psychology of Mathematics Education. Vol. 2* (pp. 191-198). Bergen, Norway: PME.

O'Neil, J. M., & Egan, J. (1992). Men's and women's gender role journeys: metaphor for healing, transition, and transformation. In B. R. Wainrib (Ed.), *Gender issues across the life cycle* (pp. 107–123). New York: Springer.

Vygotsky, L. (1978). *Mind in society: The development of higher psychological processes*. Cambridge, MA: Harvard University Press.