

PUT TITLE HERE, WHICH CAN BE MULTIPLE LINES, BUT NO RETURN KEY ALLOWED WITHIN THE TITLE (STYLE ‘ICME HEADING 1’)

Type the name(s) of the author(s) here and underline the presenting author

Type the institution(s) of the author(s) beneath each name

Type your abstract here. The purpose of this paragraph is to present a short abstract, up to 12 lines, which will appear in the ICME-15 Program. The abstract uses Times New Roman italic font with font size 12pt and line spacing 1.2 times normal line spacing. The word ‘Abstract’ is not needed at the beginning of the abstract. If desired you can include an abstract in a second language, but it is not compulsory. The Document Style of this abstract is called ‘ICME Abstract’. Please make sure that every update of the abstract is included in this document, and also uploaded separately to the submission portal on the ICME-15 website. This will ensure the correct version of your abstract is published in the ICME-15 Program.

MAIN SECTION (HEADING STYLE ‘ICME HEADING 2’)

This template for preparing paper proposals for ICME-15 is similar to templates used for ICME-13 and ICME-14. This template makes use of “document styles” that have been created to automatically format document text. Document styles will standardize all paper submissions. This paragraph uses the document style ‘**ICME Normal**’ to ensure that the text is in Times New Roman Normal font with size 12pt and line spacing 1.2 times normal line spacing. Paragraphs will be laid out by left-right alignment without the first line indent. The style automatically provides a 6pt space after paragraphs, which means that you do not need add additional lines between paragraphs. The line spacing for this document has been set to 1.2 times the normal line spacing to ensure mathematical equations can easily be inserted without disrupting the formatting. This is consistent with the paper template for ICME-14. The use of document styles helps to ensure a consistent appearance for all papers.

Please use only one single character space between sentences.

Sub-section (heading style ‘ICME Heading 3’)

Three heading styles should be sufficient to structure your paper: ‘ICME Heading 1’ for the title, ‘ICME Heading 2’ for main sections, and ‘ICME Heading 3’ for sub-sections. Please do not number sections or sub-sections.

Using this document

The easiest way to use this template is to save two copies of this document. The first copy can be used to refer to the instructions contained within as needed. The second copy can be renamed with the intended filename for your proposal. **Files must be saved and uploaded in (.docx) format and in (.pdf) format.** Filenames should include the selected TSG number, and the name of the presenting author. For example, a proposal for TSG 1.4 by **Nguyen and McDonald** (Nguyen is the presenter)

Last names of the authors in the order as on the paper

should have the filename **TSG1.4_Paper_Nguyen.docx and TSG1.4_Paper_Nguyen.pdf**. This is similar to the naming conventions used for ICME-14. ‘Paper’ is used to distinguish paper submission from poster submission, and _ is an underscore, not a space.

The page limit for your submission is **EIGHT PAGES**. You must abide by this page limit. If this limit is exceeded your submission will not be included in the review process. Please do not adjust the font sizes, margins, line spacing, or paper size to adhere to this limit. If such adjustments are made, your submission will not be included in the review process.

When you are ready to begin working on your submission, the simplest way to work with the document styles is to start typing over what is already here. If you need a heading or paragraph of a certain document style in another part of the paper, simply copy and paste one you already have. Make sure you include the whole paragraph, including the paragraph mark at the end (to make paragraph marks and spaces visible, select ‘Show Formatting’ in the Quick Access Toolbar in Microsoft Word). You can also check which document style has been applied to a particular paragraph by inserting the cursor in that paragraph, and opening the ‘Style’ box from the Quick Access Toolbar (this is adjacent to the sections named ‘Font’ and ‘Paragraph’). 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 Quick Access Toolbar you can make it visible using the ‘View’ menu.

Tables, Figures, Quotes, Transcripts, and Bullet Lists

Tables can be tricky to design and prepare. The APA style guide gives some useful information about presenting tables. Tables and figures can be labelled as soon below (note; this approach differs from APA conventions). Ensure that tables and figures do not spread outside the margins of the page. Where possible, please ensure your tables and figures are black and white only, or full colour. The maximum contrast will help ensure they are easily readable.

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

Table 1: Titles of tables, figures, diagrams, are in the style ‘**ICME Figure Title**’

The following is an example of a figure in the paper. The figure must insert between text lines, centering in the line.



Figure 1: The LOGO of ICME-15

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 ‘**Quote**’ style, which uses 11pt font (instead of 12pt) and puts 0.51cm indent on the left. If you wish, you can also use this style for other large sections text that you want to display without using a table. This size font should not be used 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.

Please note that there is no 6pt extra space between the items (you may go to Format → Paragraph and adjusting ‘Space After’ to 0pt), but such extra spaces must appear before and after the transcript. The second approach is to use the **Transcript style** (also, no extra spacing between items):

- 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 in your submission. Bullet lists are difficult to format because they must be formatted in different ways depending on the text. If a bullet list is needed for your paper, please use the **Bullet style** as shown below:

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

There should be 6pt of white space between this paragraph and the bullet points above. You may need to change this manually if your bullet list looks different from this one.

Presenting references

Your references should be presented as shown at the end of this document with the heading set using the ‘ICME Heading 3’ style. References use the **Reference style** which results in 11pt font size and a 0.51cm hanging indent. Authors should follow the style given in the end of the template, which is a simplified version of APA Reference Style, Seventh 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.**

Page set-up and formatting: a summary

- A4 paper formatting (size 21cm × 29.7 cm);
- Margins: top and bottom 2.54 cm; left and right 1.91 cm;
- Fonts: Times New Roman family (mainly including normal, italic, and boldface fonts);

Last names of the authors in the order as on the paper

- Font sizes: 12 point for **ICME Abstract**, **ICME Normal** text, and **ICME FigTitle**; 11 point for **Quote**, **Reference**, **Numbered Transcript**, and **Transcript**.
- Line spacing: 1.2 times the normal line spacing;
- Paragraph skip: 6pt
- Abstract uses 12 point **Italic** font;
- Style ICME HEADING 1 (title) uses capitalized 14 point **Boldface** font, centered;
- ICME HEADING 2 uses capitalized 12 point **Boldface** font, aligned left;
- ICME Heading 3 uses 12 point **Boldface** font, aligned left.

Additional information

If you have problems with this template, please contact the Congress Secretariat of ICME-15 at support@icme15.org.

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.