



# 15th International Congress on Mathematical Education

7-14 July 2024 • ICC Sydney, Australia

Come and be counted

## GUIDELINES FOR REVISING/EXTENDING TSG PAPERS

The Local Organising Committee and Topic Study Group team welcomes your contribution to the 15<sup>th</sup> International Congress on Mathematical Education (ICME-15).

In order to ensure that any revised papers are submitted correctly, please take the time to **read these guidelines ahead of time**. All posters must be submitted by **Friday 16 February 2024**

### Registration Details

#### Prior to the Congress

All authors whose paper is included in the program of a TSG are required to register and pay for the Congress. If you have not yet registered, please [click here](#) to register and complete the delegate registration form and payment. Failure to register by **Sunday 31 March 2024** will result in your paper being removed from the program.

### Paper Guidelines

Papers submitted to ICME-15 TSGs have been reviewed and authors whose papers have been accepted have been informed that their paper has been:

- Accepted without changes.
- Accepted with minor improvements recommended.
- Accepted with invitation to expand to 8 pages.
- Accepted as a poster - digital poster guidelines are now available on the TSG [webpage](#).

Your paper will be included in the program of the Topic Study Group (TSG) to which it was submitted. How it is included will be at the discretion of the respective TSG team. The TSG team will determine how to incorporate your submission into the session. This may be a short presentation of the key points covered by your paper, or may be program a presentation that draws on several papers and posters on a similar topic and ask you to respond to specific question or comments, or this may include other innovative ways of including consideration of your work.

The following guidelines explain what authors need to do as a result of each notification.

All revised papers **MUST** be updated based on the reviewer and TSG team feedback and resubmitted by 16 February 2024 to the appropriate template. For the template, please visit [www.icme15.org/icme-15-scientific-program/topic-study-groups](http://www.icme15.org/icme-15-scientific-program/topic-study-groups)

#### Accepted without changes.

There is no further actions required to your papers. The system does allow new versions of papers to be uploaded. Authors may wish to make minor improvements to their paper.



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For example, authors may take the opportunity to make further changes to improve the clarity and English expression in the paper, given that, if authors choose to do so, their paper will be published in the collated set of TSG proceedings (details on the TSG webpage [click here](#)).

## **Accepted with minor improvements recommended**

Authors will have received the advice of the reviewers about how the paper can be improved. They will then edit their paper in the light of this advice:

- The changes suggested by the reviewers should be considered carefully. They are considered, professional comments from colleagues who have carefully reviewed the paper in the context of the TSG.
- Authors are not required to act on the advice provided, but strongly advised to do so
- Authors are reminded that, if they choose to do so, their paper will be published in the collated set of TSG proceedings (details on the TSG webpage [click here](#)). Hence authors may take the opportunity to make further changes to improve the clarity and English expression in the paper
- Authors may wish to contact the Co-chairs for further advice. Email addresses of the Co-chairs are available in the PDF versions of the Description of the TSG (available through ; follow the link in the table for the TSG).

There is no further review process expected by the organisers of ICME-15. The TSG teams may, however, establish a second review process of their own. They will set the timeline for such a process. Any arrangements about reviews of revised papers will be communicated by the TSG Co-chairs and NOT by the Congress Managers.

These revised papers **MUST** be updated based on the reviewer and TSG team feedback and resubmitted by 16 February 2024 to the 4-page template. For the template, please visit [www.icme15.org/icme-15-scientific-program/topic-study-groups](http://www.icme15.org/icme-15-scientific-program/topic-study-groups)

## **Accepted with invitation to expand to 8 pages**

In their notification Authors have been asked to indicate whether they intend to accept the invitation to extend their paper to up to 8 pages. If an author chooses not to extend their paper the original 4-page paper will become part of the program for the sessions of the TSG.

Authors should contact the TSG Co-chairs about which aspects of the paper the reviewers thought could be expanded. to expand. Email addresses of the Co-chairs are available in the PDF versions of the Description of the TSG (available through the [TSG webpage](#); follow the link in the table for the TSG)

Authors will then edit their paper in the light of this advice:

- The areas to expand identified by the reviewers should be considered carefully – authors are strongly advised to take the advice provided. The suggestions are the considered, professional comments from colleagues who have carefully reviewed the paper in the context of the TSG
- Authors are reminded that, if they choose to do so, their paper will be published in the collated set of TSG proceedings (details on the TSG webpage [click here](#)). Hence authors may take the opportunity to make further changes to improve the clarity and English expression in the paper.



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## Ready to upload your revised paper

Once you have amended your submission based on the TSG team feedback you may re-upload this to the TSG portal, detailed below:

1. Login to the Topic Study Group portal: <https://icme15-c10000.eorganiser.com.au/index.php?r=site/login>. Please ensure that you are logged into the ICME-15 - TSG and not ICME-15-GS (general submission portal)
2. Select the submission that requires to be amended. This should open your submission details.
3. Click "Edit". From there you will be able to re-upload your submission with the amended paper.



4. Upload your amended paper and then select "Preview and Update".



5. Preview your submission to ensure all the content is correct. Please note that this will show the PDF version. However, provided that you have upload the Word version in the ICME-15 template, this will not impact any of your formatting.
6. Once you've updated this paper select "Update-Submit Changes"



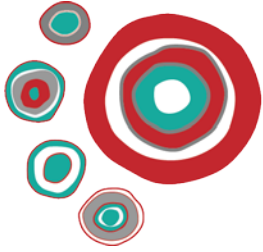
## Ready to upload your extended paper

Please note that the following instructions are only for authors that have been accepted with invitation to expand to 8 pages. This functionality and access will only be available to the appropriate authors. All extended papers must be uploaded as a **PDF file format**.

1. Login to the Topic Study Group portal: <https://icme15-c10000.eorganiser.com.au/index.php?r=site/login>. Please ensure that you are logged into the ICME-15 - TSG and not ICME-15-GS (general submission portal)
2. Select the submit full paper.



3. This will direct you to a submission page. There you will only be required to upload your extended paper.



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Drag & Drop files here

or

[+ Add files...](#)

Browse your computer and attach the full paper file.  
Full paper file must be a .doc or .docx file.

4. Once you have uploaded your extended paper. Click on "Submit".



Please note that the official Congress language is English. **All papers must be written in English.**

**Thank you for your help in making ICME-15 a success.**

For further details or assistance, please contact the Congress Managers.

ICME-15 Congress Managers

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