TYPE TITLE OF CONTRIBUTION HERE (ICMI HEADING1 Style)

First name Family name (author1)1, …, First name Family name (author *n*)n underline the Main/corresponding author (ICMI Author/Institution style)

1 Institution of author 1, …, n Institution of author *n* (ICMI Author/Institution style)

The paper is **limited to 8 pages including abstract, references and appendices.** 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!

Type your abstract here, after leaving ONE empty line below the author(s) institutions. The purpose of this paragraph is to present a short abstract and may have a length of up to 12 lines. The word abstract is not needed at the beginning of the abstract. (ICMI Abstract style)

MAIN SECTION (ICMI HEADING2 style no number of letter)

This is a template for preparing paper proposals for ICMI Study 26. It makes use of “styles” that have been set up for this particular document. This paragraph uses the ICMI Normal Style 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, ICMI Heading1, and ICMI Heading 2 styles used above, automatically produce the appropriately formatted text. The use of styles helps to ensure a consistent appearance for all papers.

The papers have to be written in English, the official language of this ICMI Study Conference. The styles of this template include the American English language; please, do not change it to other English language. However, you can change the language in a fragment of the text if it is written in a different language (French, Spanish, etc.), but do not change the language for the whole paper!

Sub-section (ICMI Heading 3 style, no number or letter)

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)**.

Authors must select one Topic, plus one of its Sub-topics for their presentation. Filenames should indicate the selected Topic and Sub-topic and the name of the main/corresponding author.

So, for example, a proposal for Topic C and Sub-topic C2 by Dufus and Smith should be submitted with files having the filename **TopicC2\_Dufus.pdf** and **TopicC2\_Dufus.docx** (\_ is an underscore not a space).

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 1: Titles of tables, figures, diagrams, are in the ICMI Fig Title style (do not add period after the text

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

Indented quotations (more than two lines) are in the ICMI Quote style. 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 ICMI Numbered Transcript style or ICMI Transcript style, as in the examples below.

First, we show the ICMI Numbered Transcriptstyle:

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 ICMI 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 ICMI Bullet style as shown below:

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

There must be 6pt of white space between this paragraph and the bullet paragraphs above, but, as just described, you will have to change this manually.

Footnotes

Please limit the footnotes to the minimum, if possible to none.

Presenting references

The references should be presented according to APA7 (<https://apastyle.apa.org/apa-style-help>). See main examples at the end of this document with the heading set using the ICMI Heading 3 style. 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**, **like any type of appendices.**

Acknowledgements

Please include the acknowledgements to funding agencies, etc. in this section just before the references.

References (ICMI Heading 3 style)

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). 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). Springer.

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