type title here (style is heading 1)

Type the name(s) of the author(s) here and underline the Presenting 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 draw attention to the style for abstracts, which uses italic font; its length may be up to 10 lines. The word Abstract is not needed at the beginning of the abstract. You may also include an abstract in a second language, but this is not compulsory. The abstract style is called **CME** **Abstract**.

the main SECTION HEADING STYLE is CME HeadING 2

This is a template for preparing paper proposals for CME’24. It makes use of “styles” that have been set up for this particular document. This paragraph, for example, uses the style CME Normal, to ensure that the text is in 14pt 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 the CME Abstract, CME Heading 1, and CME Heading 2 styles used above, automatically produce the appropriately formatted text. The use of styles helps to ensure a consistent appearance for all papers in the conference proceedings.

This is Style CME Heading 3, if you need it.

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

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 should be saved as .docx format. The page limits for these are as follows: 10 pages for Research Reports, 1 page for Poster Presentations and 2 pages for Workshops. When considering page limits, 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. Ensure that tables and figures do not go outside the margins of the page. Try to avoid the use of too much grey scale, as this does not always print well; a good way to test is to make a photocopy of your document after printing it out. If the photocopy looks good, then it should print well.

|  |  |  |
| --- | --- | --- |
| 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.

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). 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 of the styles, as in the examples below.

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:

Interviewer: So what did you notice about the relationship?

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

Page set-up and formatting

Please use formatting for A4 paper, size 21 cm x 29.7 cm. This is important for the preparation of proceedings. Margins should be set at 2.5 cm top and 2.5 cm bottom; 2.5 cm left and 2.5 cm right. If you need to work with the Letter format while preparing drafts, the margins are 0.6” top and 0.7” bottom with 0.9” left and right for US 8.5” x 11” paper. When your paper is finished, please remember to convert back to A4 with the A4 margins above before submitting it.

Presenting references

The references should follow the APA 7 style (<https://apastyle.apa.org/>), without inserting the DOI, as shown in the examples below.

* Journal article, one author:

Begle, A. G. (1969). The role of research in the improvement of mathematics education. *Educational Studies in Mathematics, 2*(2/3), 232-244.

* Journal article, two or more authors:

Clements, D. H., Swaminathan, S., Hannibal, M. A. Z., & Sarama, J. (1999). Young children’s concepts of shape. *Journal for Research in Mathematics Education*, *30*(2), 192-212.

* Volume:

Freudenthal, H. (1983). *Didactical phenomenology of mathematical structures.* Kluwer.

* Chapter in an edited volume or article in edited conference proceedings:

Duval, R. (2008). Eight problems for a semiotic approach in mathematics education. In L. Radford, G. Schubring & F. Seeger (Εds.), *Semiotics in mathematics education: epistemology, history, classroom, and culture* (pp. 39-62). Sense Publishers.