# MES9 PROCEEDINGS STYLE TEMPLATE: type your title here (the style is called heading 1)

Type the name(s) of the author here and underline the Presenting Author

Type the author(s) institution(s) here

**Please read this first**. You are advised to make *two* copies of this electronic template file. Keep one as a backup, and for reference. Use the other as the template for your MES9 paper. Preferably delete all the text from the second before you begin writing, and use the styles provided to format it, following the guidance below. If you are not familiar with using styles, you may prefer to type directly into the formatted sections above and below (which will incorporate the relevant styles) and then delete the guidance afterwards. Several styles are provided (details are given below). *Do not add or import any additional styles to the document you submit.* This can happen inadvertently if you copy and paste from another file. This can be avoided by first pasting into a text editor, such as Notepad.

If you don’t normally use styles in WORD, you would benefit from finding out about styles before you use this template, which is essentially the same as that used for PME proceedings since 2002, and CERME.

*Type your abstract here. The purpose of this paragraph is to draw attention to the style for abstracts, which is Normal, italic, and the length is up to 10 lines.*

**the main SECTION HEADING STYLE is called HEADING 2**

This is the style **Normal**. This paragraph, for example, uses the style Normal to ensure that the text is in 14pt Times New Roman with the right line spacing, and so on. The style automatically provides a 6pt space after paragraphs, which means that you don’t need double returns between paragraphs.

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

We hope that the three Heading Styles will suffice to structure your paper. Please avoid numbering sections (as opposed to lists and footnotes) 1, 1.2, etc.

**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**.

**TABLES, QUOTES, FIGURES, TRANSCRIPTS**

**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 |
| 2000 | 22 | 18 |
| 2002 | 45 | 36 |
| Total | 67 | 54 |

**Table 1**: Titles of tables, figures, diagrams, are in the style **FigTitle**.

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

Indented quotations like this (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.

Figure 1 / Image 1: Titles of **figures** or images are in the style of FigTitle. Place figures/images in text as close to the reference as possible. The technical specifications for figures/images are 20cm Χ 18cm or 10cm Χ 9cm (width X height) and 300dpi.

For transcripts, use the style **Transcript** as follows:

Student: Yes, OK.

Tutor: And the first thing to note is, that’s a particularly easy one because four squared is sixteen, which is minus one modulo 17.

If the lines of the transcript need to be numbered, use the style **Numbered Transcript** as follows.

177 Interviewer: How did you do that?

178 Pupil: First I added the nine to 62 to get 71, then I added the 40, so I got 111 altogether. I think that’s what I did.

But if you make no reference to the line numbers, the style Transcript is preferred.

Endnotes should preferably be indicated [1], [2] etc in the text, and placed at the end, but before the references.

**Notes**

1. This is endnote 1, in the style **Endnote**.

2. This is endnote 2, in the style Endnote.

**REFERENCES**

Are in the Style **References**. Please make sure you’ve omitted nothing e.g. places, page numbers (where appropriate). Format references in the APA style. Some information can be found at <http://www.apastyle.org/>. Remember 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.

**Style Summary**

Please use formatting for A4 paper, size 21cm x 29.7cm. This is important for the preparation of proceedings. Margins should be set at 2cm left and 2cm right; 2.3cm top and 2.7cm bottom. The frame size is set at 17cm by 24.7cm.

All text should be Times New Roman. Sizes are 14 point for Normal, and Fig Title; 13 point for Quote, Reference, Transcript and Numbered Transcript. HEADING 1 is 16 point, HEADING 2 and Heading 3 are both 14 point. Please use a single character space only between sentences.

The ten styles in use (all use Times font) are:

**HEADING 1: 16pt caps bold (centred)**

Normal: 14pt Times justified, line spacing at least 16pt, with 6pt after paragraphs. Other styles are based on Normal.

**HEADING 2**: 14 pt caps bold.

**Heading 3**: 14 pt bold.

Quote: 13 pt with left indent 0.5cm.

FigTitle: 14pt bold, left justified, with 6 pt spacing above.

Transcript: 13 pt, left indent 0.5cm, hanging indent 2.5 cm (beyond the indent)

144 Numbered Transcript: 13 pt, left indent 0.5cm, hanging indent 3.5 cm (beyond the indent), Tab at 1.5cm

Endnote: 12 pt.

References: 14 pt with hanging indent 0.5cm.

For references use APA style. Examples:

D’Ambrosio, U. (1985). Ethnomathematics and its place in the history and pedagogy of mathematics. *For the Learning of Mathematics*, *5*(1), 44-48.

D’Ambrosio, U. (2006). *Ethnomathematics: Link between tradition and modernity*. Rotterdam, The Netherlands: Sense Publishers.

D’Ambrosio, U. (2010). Mathematics education and survival with dignity. In H. Alrø, O. Ravn & P. Valero (Eds.), *Critical mathematics education: Past, present, and future* (pp. 51-63). Rotterdam, The Netherlands: Sense Publishers.