# MES13 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 MES12 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. Avoid this by pasting text using the option “Keep Text Only” or 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.

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

*Optional abstract in second language: Type here a translated abstract. One of these two must be in English.*

**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 correct line spacing, and so on. The style automatically provides a 6pt space after paragraphs, which means that you do not 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 filename for your proposal.

**How to name your files**

As a filename, please choose the first family name followed by the initials of the first author. For example, a paper written by Maria Eva Gonzales García and Peter Landheimer should have the filename GonzalesME.

**Page count**

You can use up to 12 pages for research papers and up to 6 pages for project presentations, symposium proposals, or poster descriptions respectively (including references and abstract in both languages). The page count covers everything that will be published with your manuscripts, including figures, tables, and references.

**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 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*.

Titles of *figures or images* are in the style of *FigTitle*, formatted like above. Introduce figure titles with the phrase “Figure x:” in bold, just like “Table 1:” is announced above. Place figures/images in text as close to the reference as possible. Please provide all pictures in a density of at least 300 dpi, include them in the text, and upload them in a separate file.

*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.

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*:

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.

If you make no reference to the line numbers, the style *Transcript* is preferred. Note: you produce the gaps in the transcript lines by pressing the tab button once the style has been correctly chosen.

Footnotes can be used if need be, but should be avoided.[[1]](#footnote-0) Endnotes should not be used.

**References**

Format references in the APA style, 7th edition (information can be found at <http://www.apastyle.org/>). Use the style *References*. Please make sure you have omitted nothing, e.g., places or page numbers (where appropriate). Make your URL links live. All publications cited must appear in the reference list, and all publications in the reference list must be cited. References are included in the page count. Examples:

Al-Khalili, J. (2020, April 21). Has physics lost its way? *The New York Times*. <https://nyti.ms/2QkAYwo>

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*. Sense.

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). Sense.

Foucault, M. (1975). *Surveiller et punir: Naissance de la prison* [Discipline and punish: The birth of the prison]. Gallimard.

Ingram, N. (2011). *Affect and identity: The mathematical journeys of adolescents* [Doctoral dissertation]. University of Otago, Dunedin, New Zealand.

Klein, S., & Leikin, R. (2020). Opening mathematical problems for posing open mathematical tasks: What do teachers do and feel? *Educational Studies in Mathematics.* Advance online publication. <https://doi.org/10.1007/s10649-020-09983-y>

Renesse, C. von. (2014). *Mathematical autobiographies*. [https://www.  
artofmathematics.org/blogs/cvonrenesse/mathematical-autobiographies](https://www.artofmathematics.org/blogs/cvonrenesse/mathematical-autobiographies)

Weber, M. (1947). *The theory of social and economic organization*. Oxford University Press. (Original work published 1921)

1. Footnotes are formatted in Times New Roman, size 12. [↑](#footnote-ref-0)