TYPE TITLE OF PAPER: FEWER THAN 15 WORDS [STYLE: ICMI TITLE]

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Type your abstract here, after leaving ONE empty line below the author(s) names. [Style: ICMI Abstract] The purpose of this paragraph is to present a short abstract which uses italic font and may have a length of up to 12 lines. The word abstract is not needed at the beginning of the abstract.

Text of the body of the paper begins here [Style: ICMI Normal]. This template makes use of "styles" from the Styles menu in the "Home" tab of Microsoft Word that have been set up for this particular document. This paragraph uses the style "ICMI Normal" to ensure that the text is in 12pt Times New Roman with the correct line spacing, and so on.

There should be no extra returns between regular paragraphs, with the exception of the spacing already integrated into the styles. The only blank spaces you will need to manually add are those before and after figures and tables (see below for more information).

First Level Heading [Style: ICMI Heading 1]

Most styles, such as ICMI Abstract and ICMI Heading 1 used above, automatically produce the appropriately formatted text. The use of styles helps to ensure a consistent appearance for all papers. The styles are very important. Manually centering the first level heading and bolding it is insufficient and will be troublesome when the proceeding editor compiles the accepted proposals. If you cannot find the appropriate style you need, please click "More", the drop-down arrow, or "Styles Pane," depending on your version of Microsoft Word. You should not manually tab nor indent the paragraphs.

Second Level Heading [Style: ICMI Heading 2]

Three levels of heading styles should be sufficient to structure your paper: Heading 1 for the main sections, Heading 2 for sub-sections, and manual formatting for paragraph headings (Heading 3). Please do not number sections or sub-sections.

Using this document. This is an example of a paragraph heading. This is one of few instances in which you should manually format text within the submission. Paragraph headings (Heading 3) are

bolded. Only the first word in the paragraph heading is capitalized. The text that follows the paragraph heading should use the "ICMI Normal" style.

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. **Files must be saved in pdf format** and **in Word format (doc, docx)**. Filenames (in the discussion document referred to as "Working Title") should indicate the selected theme and the name of the main/corresponding author. Note that the corresponding author denoted will also be the author expected to attend the study, if the paper is accepted. So, for example, a proposal for Theme A by **Dufus and Smith** should have the filename **ThemeA_Dufus.pdf** (_ is an underscore not a space).

The page limit is **eight pages including references**. You must abide to this page limit, otherwise the proposal will not be considered. When considering this page limit, make sure you have not changed font sizes, margins, or paper size! References, tables, and figures are to be included within the eight pages.

Once you have your draft completed, 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'). In some versions of Microsoft Word, this is also doable by clicking the button with a paragraph symbol on the home tab. Viewing the individual paragraphs is important because only one style can be applied per paragraph. This is also why you must manually format the paragraph headings, as the paragraph text itself must use the "ICMI Normal" style. 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.

Tables, figures, quotes, transcripts and bulleted lists. Tables are often tricky to design and prepare. All tables and figures should be placed within the document itself, with a blank line both preceding and following the table or figure. Ensure that tables and figures do not spread outside the margins of the page. The eight page limit includes tables and figures. Create tables using the table feature of Microsoft Word. (Tables are those graphics consisting of rows and columns with normal alphanumeric characters in the cells; all other graphics should be designed as figures). Use the "ICMI Table and Fig Title" style, placing the table title above the table, and the figure title below the figure or graphic. Examples follow.

Figure 1: ICMI logo [Style: ICMI Table and Fig Title]

Table 1: A table example [Style: ICMI Table and Fig Title]

Event	Date
Submissions Due	June 30, 2019
Decision Notification	September 30, 2019
Camera-Ready Versions Due	December 1, 2019
Your Theme's Papers Released for Reading	January 6, 2020
ICMI 25 Study Conference	February 3-7, 2020

Quotes shorter than two lines are normally included within the text, inside quotation marks. For longer quotations, use the following style [Style: ICMI Long Quote].

> Indented quotations (more than two lines) are in the style "ICMI Long Quote". 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 transcription, please use the transcript style [Style: ICMI Transcript], as in the example below.

Interviewer: So what did you notice about the relationship?

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

If possible, please avoid bulleted lists because they have to be formatted in different ways depending on the text following the bullet points. If a bullet list is necessary for your paper, please use the bullet style as shown below:

- This uses bullets to achieve the bullet list, so that the text hangs and lines up properly.
- You may need to add 6pt of white space to the end of the list, by going to Format -> Paragraph and adjusting 'Space After' to 6pt.
- These bullets are left idented by 0.1" or .25 cm and have an 11pt font size.

Normally there should be 6pt of white space between this paragraph and the bullet points above, but, as just described, you will have to change this manually.

Page set-up and formatting. Please use formatting for A4 paper, size 21 cm x 29.7 cm (8.5 inches x 11 inches). Margins should be set at 2.5 cm (.98 inches) top and 2.5 cm (.98 inches) bottom; 2 cm (.79 inches) left and 2 cm (.79 inches) right.

All text should be Times New Roman. Sizes are 12 point for Normal and Table and Fig Title; 11 point for Quotes, References, and Transcripts, and Bulleted Lists. All heading styles (Title, Heading 1, Heading 2, and Paragraph Headings) are 12 point. Please use a single character space only between sentences.

Presenting references. The references should be presented as shown at the end of this document with the heading set using the "ICMI Heading 1" style. References use the "ICMI References" style which results in 11 point font size and a hanging indent (0.51cm or .2 inches). Authors should follow the style given below, which is APA style. Please make sure that all publications cited appear in the reference list, and all publications in the reference list must be cited in text. **The references are included in the page count**.

Additional information. If you have problems with this template, please contact the Conference Administrator at icmistudy25@stanford.edu.

References [Style: ICMI Heading 1]

References [Style: ICMI References]. There is no limit to the number of references cited; however, the last reference should fall on page eight or before. All references should follow APA format; a variety of sample references are illustrated below. *Note that titles of books and journals should be italicized, not underlined*. There should be no underlined text in the manuscript apart from the presenting author.

Aguirre, J. M., Mayfield-Ingram, K., & Martin, D. B. (2013). *The impact of identity in K-8 mathematics: Rethinking equity-based practices*. Reston, VA: National Council of Teachers of Mathematics.

Bos, B. (2011). Professional development for elementary teachers using TPACK. *Contemporary Issues in Technology and Teacher Education*, *11*(2). Retrieved from http://www.citejournal.org/vol11/iss2/mathematics/article1.cfm

Crespo, S. (2003). Learning to pose mathematical problems: Exploring changes in preservice teachers' practices. *Educational Studies in Mathematics*, *52*(3), 243–270.

Herbst, P., & Chazan, D. (2006). Producing a viable story of geometry instruction: What kind of representation calls forth teachers' practical rationality? In S. Alatorre, J. L. Cortina, M. Sáiz, & A. Méndez (Eds.), *Proceedings of the 28th North American Group for the Psychology of Mathematics Education Conference*, *2*, 213–220. Mérida, México: UPN.