GUIDELINES FOR PREPARATION OF MANUSCRIPTS

1. GENERAL INSTRUCTIONS

The final papers will be published by IASE. This set of Guidelines is intended to help produce all papers with the same overall format and style, worthy of Conference Proceedings.

- Note that **all downloadable documents** mentioned in these Guidelines are available from the Conference website at: https://iase2024roundtable.github.io/notices.html
- **A Microsoft Word template** is available to help you fit your manuscript to the requirements described in this document. This template determines the basic structure for the paper and contains document settings such as fonts, page layout, special formatting, and styles. The template file is available from the Conference website.
- The manuscript shall be written in English. The maximum length of the paper is **six A4 pages** (including all body text, tables, graphs, and appendices; references are not counted in the six-page limit to promote inclusiveness in citations). You are required to submit your paper in **Word format** (.doc or .docx) using a web page to be advised to authors. Papers must be submitted **by March 31 2024**.
- All papers will be refereed and sent back to the authors by May 24 2024. A revised version has to be submitted by June 21 2024 to be available to attendees prior to the conference to facilitate discussion.
- Final drafts of papers will be due after the conference in August to allow time and space for people to incorporate conversation from the conference into their final drafts.
- Only papers which meet the instructions to authors will be published in the Proceedings.

2. REQUIREMENTS REGARDING FORMATTING AND SETUP OF PAPERS

Please note that our strong recommendation is that you start with the Paper Template document downloaded from the Conference website. If you use the template then most of the following details will be automatically implemented; you can also use the **built-in styles** mentioned below. (See **"Using the Template**" on page 3 of this document.)

Word processor software

Our preference is MS Word 2004 (or later).

Paper size and margins

- **Paper size should be set to A4**: 21.0 · 29.7 cm (8.27" · 11.69").
- Use the following margins:
    - Left margin Right margin Top margin Bottom margin 3.0 cm (1.2") 2.5 cm (1.0") 2.5 cm (1.0") 2.5 cm (1.0")
    - This should keep the paper contents within a frame size of 15.5 · 24.7 cm (6.1" · 9.7").
      Font
- All papers should be typed using **11 point Times New Roman** font.

Justification

Except for the Title/Author information (which should be centred) the paper should be both left and right justified.
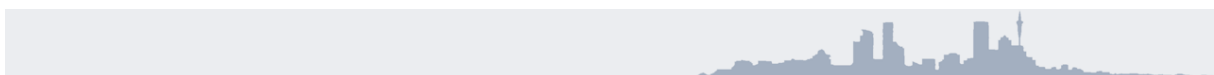
Spacing
- Single spacing throughout, including the title, author information and abstract.
- Exactly one blank line before the author(s)' name(s), the abstract, section titles, the subtitles, acknowledgements, notes, references, and appendices.
- Exactly one blank line before and after tables and figures.

Headers, footers, page numbering and footnotes
- DO NOT number the pages.
- DO NOT use headers, footers or footnotes.
- If necessary, group numbered notes at the end of the text before the reference list.

Title/Author(s)
- Centre the title in **bold** CAPITALS. (You should use style=Heading 1 from the template file.)
- For the remainder of the author's information use style=Normal with centring.
- Leave one blank line between the title and the author's information.
- Give the author(s)' names, underlining the name of the presenting author.
- On the next line show the affiliation of the author(s).
- On the next line give a single contact email address. **Abstract**
- After the title and the author's information, begin with an abstract of a maximum of 10 lines (approximately 150 words) in *italics*. (You should use style=Abstract.)
- Leave one blank line between the author's information and the abstract. **Headings and emphasis**
  - SECTION TITLES should be in capitals (use style=Heading 2).
  - *Subheadings* should be italic (use style=Heading 3).
  - Use only *italics* (not underlining, not **bold**) for emphasis of text.

Body text
The first line in each paragraph is indented by 1.25 cm (0.5"). Use style=Body Text.

References
Use style=References for your references.
- Use the American Psychological Association (APA) reference style (See *Publication Manual of the American Psychological Association*, Seventh Edition, 2019, ISBN: 978-1433832161).
- No blank lines between items of the reference list. Use "hanging indent" of 0.64 cm (0.25"). Common examples:

Author, A. (year). Title of my article: Topic on statistics education. *Title of the Journal of Publication*, *Volume number*(issue number), Page-numbers. DOI.

Author, A., & Author, B. (year). *Title of Book* (edition). Publisher.

Editor, A. ed. (year). *Title of Collection*. Publisher. *www.webaddress.com/*.

Figures and tables
- Include figures and tables within the body of the paper. These should be of high quality, as should any images obtained from scanning.
- The format for Figure and Table titles must be consistent with the style the author is using. The APA style or the format used in "*International Statistical Review*" are preferred.

Length
Papers must have a maximum length of *six A4 pages* including title, author's information, abstract, text, tables, appendices, figures, etc. References are not included in the page limits to promote inclusiveness in citations.

Using the pre-designed Word template
1. Download the **Paper Template** from the Conference website.
2. Open the template in Microsoft Word or other software than can cope with Word documents in a compatible way (e.g. Open Office).

3. Write your own manuscript making use of the built-in styles. Do not change page size or margins.
4. Save your manuscript in Word document (.doc or .docx) format. Instructions for uploading it will be sent to lead authors before the start of the submission period.

3. GENERAL REQUIREMENTS TO AUTHORS ABOUT PREPARATION OF PAPERS

1. Papers should be self-contained and should NOT address directly those attending the conference session. Therefore, statements such as "In this session ..." must be avoided.
2. Photographs, drawings, examples of children's work, etc., should only be included if they relate directly to the text and if they significantly assist the readers' understanding of the paper.
3. DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any papers about new materials should focus on their use. That is, they should report on how they were used and with what results.
4. The written permission of original copyright holders to reproduce any materials from other sources MUST be provided. A short example may usually be reproduced legally, but several examples (a whole page or a table/chart/diagram) need permission. This applies even when the author originated the material and/or works for the corporation that published it.
5. When submitting a manuscript the lead author must agree to several conditions which address copyright, warranty and indemnity issues.

THE EDITORS RESERVE THE RIGHT TO REJECT PAPERS THAT DO NOT CONFORM TO THE GUIDELINES OR TO RETURN PAPERS TO AUTHORS FOR RE-SUBMISSION.

If you have questions regarding these guidelines, please contact the Editor of the Proceedings. *In particular, if you have difficulties meeting the specific format requirements or word processing requirements, please contact the Editor of Proceedings for suggestions prior to submission.*