



GUIDELINES FOR PREPARATION OF MANUSCRIPTS

1. GENERAL INSTRUCTIONS

The invited and contributed papers of ICOTS10 will be published by ISI and IASE.

The following guidelines are intended to help you prepare your paper for the ICOTS10 Proceedings.

- We have designed a Microsoft Word template for ICOTS10 papers to help you prepare 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 ICOTS10 website (<http://icots.info/10/>).
- The manuscript must be written in English. The maximum length of an invited paper is *six A4 pages* and a contributed paper is *four A4 pages*. You are required to submit your paper in Word format (.doc or .docx) using a web page available to authors. Papers must be submitted by the due date (see important dates below).

Note: Only papers which meet the instructions to authors will be published in the proceedings. Those papers which also satisfy the refereeing process will be identified as such.

2. IMPORTANT DATES FOR INVITED PAPERS (TOPICS 1-10)

- | | |
|----------------|--|
| By 15 Aug 2017 | Authors of proposed invited papers submit abstract (up to 125 words) to the website submissions for an invited paper. Outcome will be given by mid-Sep. |
| By 15 Nov 2017 | Invited paper speakers desiring their paper to be refereed to submit full paper to the web page available to authors; the Topic Convenors will check that papers fit formatting requirements and align with abstracts before releasing them for refereeing. |
| On 31 Jan 2018 | Outcome of referee process. |
| By 28 Feb 2018 | Submit final version of all invited papers to the Editor of Proceedings via the web page available to authors. |

3. IMPORTANT DATES FOR CONTRIBUTED PAPERS (TOPIC 11)

- By 15 Oct 2017 Authors of proposed contributed papers **to be refereed** submit abstract (up to 125 words) to the website submissions for a contributed paper (<http://icots.info/icots/10/?submissions>). You will receive notification of the outcome from the Contributed Paper Convenors within 2-3 weeks.
- By 15 Nov 2017 Contributed paper authors desiring their paper **to be refereed** to submit full paper to the web page available to authors; the Contributed Papers Convenors will check that papers fit formatting requirements and align with abstracts before releasing them for refereeing.
- By 30 Nov 2017 For a **non-refereed** contributed paper proposal, submit an abstract (up to 125 words) to the Contributed Paper Convenors via the website (<http://icots.info/icots/10/?submissions>).
- On 31 Jan 2018 Outcome of referee process.
- By 28 Feb 2018 Submit final version of all contributed papers to the Editor of Proceedings to the web page available to authors.

4. REQUIREMENTS REGARDING FORMATTING AND SETUP OF ICOTS10 PAPERS

Please note that our strong recommendation is that you start with the **ICOTS10 Paper Template** document downloaded from the ICOTS10 website (<http://icots.info/10/>)

If you use the Template 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 4 of this document.)

Sample papers can be found in the Proceedings of the previous conference. Information in the heard and footer will be added by the Editors. Do not include them in your manuscript.

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	3.0 cm (1.2")
Right margin	2.5 cm (1.0")
Top margin	2.5 cm (1.0")
Bottom margin	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 centered) 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 centering.
- 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 125 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 either the American Psychological Association (APA) reference style (See *Publication Manual of the American Psychological Association*, Fifth Edition, 2001, ISBN: 1-55798-791-2) or the format used in "*International Statistical Review*" (<http://isi.cbs.nl/ISR/isr-authors.htm>).
- No blank lines between items of the reference list. Use "hanging indent" of 0.64 cm (0.25"). For example:

Ben-Zvi, D. & Arcavi, A. (1998). Towards a characterization and understanding of students' learning in an interactive statistics environment. In L. Pereira-Mendoza (Ed.), *Proceedings of the Fifth International Conference on Teaching of Statistics*, Vol. II, (pp. 647-653). Voorburg, The Netherlands: International Statistical Institute.

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

Invited papers must have a maximum length of *six A4 pages* (approx. 3600 words) and contributed papers must have a maximum length of *four A4 pages* (approx. 2400 words) including title, author's information, abstract, text, references, appendices, figures, etc.

Using the pre-designed Word template

1. Download the **ICOTS10 Paper Template** from the ICOTS10 website (<http://icots.info/10/>).

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.

Sample papers

Two sample papers can be found in the ICOTS10 website. You can use one of these as the basis of your manuscript in much the same way as using the template.

5. GENERAL REQUIREMENTS TO AUTHORS ABOUT PREPARATION OF ICOTS10 PAPERS

1. The content must relate to the teaching or learning of statistics and align with accepted abstract.
2. 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.
3. 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.
4. 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.
5. 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.
6. When submitting a manuscript the lead author must agree to several conditions which address copyright, warranty and indemnity issues.
7. LATE MANUSCRIPTS WILL NOT BE PUBLISHED.
8. Authors of refereed papers should hear back from the refereeing process by **31 January 2018**, and must submit their final version by **28 February 2018**.

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 your Topic Convenor or Editor of Proceedings for suggestions prior to submission.