



## GUIDELINES FOR PREPARATION OF POSTERS

### 1. SUMMARY OF REQUIREMENTS

<b>Deadline for abstract</b>	<b>31 January 2014</b>
<b>Abstract</b>	<b>Limited to one A4 page, in English</b>
<b>Abstract submission</b>	<b>By email to the Poster Convenors (<a href="mailto:posters@icots.net">posters@icots.net</a>)</b>
<b>Size of poster</b>	<b>A0 portrait recommended;</b> other sizes may be accommodated with permission from the Poster Convenors.
<b>Content of poster</b>	The poster content must relate to the teaching or learning of statistics and make some contribution to the development of knowledge in statistical education.

### 2. GENERAL INSTRUCTIONS

1. The poster content must relate to the teaching or learning of statistics and make some contribution to the development of knowledge in statistical education (e.g., research, innovation, curricular design, teaching experiences etc.).
2. DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any posters about new materials should focus on their use; that is, they should report on how they were used and with what results.
3. Authors should submit an abstract written in English by **31 January 2014** by emailing it to the Poster Organisers who will check that the abstract conforms to the conference aims and guidelines, and will acknowledge receipt with an indication of whether it has been accepted. The abstract should inform about problem, methodology, results and conclusions.

Please see Section 3 for details on formatting of poster abstracts, and Section 4 for details on their submission.

4. Confirmation of acceptance will be sent to authors a few weeks later.
5. Authors of the posters should bring the *full version of their poster* to the conference. The recommended size is portrait A0. More details are in Section 5 of this guide.
6. The Poster Organisers are **Enriqueta Reston, Anna Bargagliotti and Tim Jacobbe**, who can be contacted by email at [posters@icots.net](mailto:posters@icots.net).

### 3. FORMATTING OF POSTER ABSTRACTS

The accepted poster abstracts of ICOTS9 will be published by IASE on its website. The following guidelines are intended to help you make the most of the space you have available in the ICOTS9 Proceedings.

**Please note that our strong recommendation is that you start with the template document downloaded from the ICOTS9 website (<http://icots.net/9/notices.php>) — or alternatively a sample poster abstract from the same site. If you use either of these then the formatting details listed below will be automatically implemented and you only need to consider the abstract's length. Abstracts for poster presentations for inclusion in the Proceedings should be a maximum of one page, including the title, author's affiliation, reference, etc.**

#### Using the pre-designed Word template or a sample poster abstract

1. Download the poster template or a sample poster abstract from the ICOTS9 website (see the "Guidelines and Notices" page: <http://icots.net/9/notices.php>).
2. Open the document in Microsoft Word or other software that can cope with Word documents in a compatible way (e.g. OpenOffice).
3. Write your own poster abstract making use of the **built-in styles** and respecting the maximum length of one page. Do not change any formatting (e.g. styles, page size or margins).
4. Save your poster abstract in Word document (.doc) format using your name(s) without spaces and punctuation marks, e.g. `poster_HarrawayParker.doc`.

### FORMATTING DETAILS

#### Word processor software

Our preference is Microsoft Word 2004 (or later).

#### Paper size and margins

- Paper size should be set to A4: 21.0 × 29.7 cm (8.27" × 11.69").
- Paper contents should be within a frame size of 15.5 x 24.7 cm (6.1" x 9.7"). Keep the page within this frame.
- 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")

#### Font

All papers should be formatted 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

- Use single spacing throughout, including the title, author information and abstract.
- Exactly one blank line between the author(s)' name(s), sections, any tables and figures, acknowledgements, notes, references, and appendices.

#### Page numbering

DO NOT number the page.

### Title/Author(s)

- Centre the title in **bold** CAPITALS. (You should use **style=Heading 1** from the template file.)
- Centre the author(s)' names underlining the name(s) of the presenting author(s). (Use **style=Normal** with centering.) On the next line show the affiliation of the author(s). On the next line give a single contact email address.
- Leave one blank line between the title and the author's information.
- Leave one blank line between the author's information and the main content.

### 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.

### Headers, footers, footnotes and notes

- DO NOT use headers, footers, footnotes or notes.

## 4. SUBMISSION OF ICOTS9 POSTER ABSTRACTS

1. All abstracts should be submitted in *electronic form in Word (.doc) format*.
2. The deadline for submission of abstracts is **31 January 2014**. LATE ABSTRACTS WILL NOT BE PUBLISHED.
3. Email your abstract as an attachment to the Poster Organisers at the email address [posters@icots.net](mailto:posters@icots.net) †.
4. Send **Author's Submission Form** (including personal information, author's warranty and indemnity, and author's checklist) as an attachment to the same email address after you have completed, signed and scanned them.
5. Please check for viruses before sending.

6. If submitting more than one poster abstract, use separate e-mail messages and attachments for each.

† Note that this address is only for poster matters; see website <http://icots.net/9/> for other contact information.

**The editors reserve the right to reject poster abstracts that do not conform to the guidelines or to return them to authors for re-submission.**

## 5. POSTER PREPARATION

1. At the top of the poster, please provide the title of the poster, the names of the authors, their affiliations in English, and at least one contact e-mail address. For this you should use bold lettering of about 2.5 to 3 cm size.
2. Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.
3. Posters should include the confirmed English abstract and English title.
4. Please remember that a poster is a visual mode of communication. Include graphics that increase the communication effectiveness and use a big font size. Note: 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 poster.
5. Poster boards will accommodate posters that are portrait\* A0 size. This is 0.85 metre wide and 1.2 metre high (2.8 by 3.9 feet). Posters may be slightly smaller but must not exceed this size limit.  
\*Posters in landscape format can also be accommodated (1.2 m wide and 0.85 m tall).
6. Poster material will be **attached to the boards with velcro fasteners** provided at the Conference — see the Registration Desk in the HCCC foyer for these fasteners.
7. All posters should be displayed in the Humphreys Room of the High Country Conference Center (HCCC) from Monday July 14 until 12:00 Thursday July 17. **Please put up your poster by 13:40 on Monday, and take down your poster between 12:00 and 14:00 on Thursday. Each poster will have a designated poster board on which it should be mounted, identified by the Poster Number found in the Conference Program.**
8. **Each poster presentation will take place between 8:30 and 9:10 on one of Tuesday, Wednesday or Thursday**, with authors required to stand beside their posters at the nominated times to answer possible questions from participants. Please check the timetable to see which poster session involves your poster.

If you have questions regarding these guidelines, please contact the Poster Organizers ([posters@icots.net](mailto:posters@icots.net)).

*In particular, if you have difficulties meeting the specific format requirements or word processing requirements, please ask for help prior to submission.*

*All authors should make sure that they have completed and returned the warranty and indemnity form and that they have checked their manuscript using the Author's Checklist.*



ICOTS9 AUTHOR’S SUBMISSION FORM

POSTER ABSTRACTS WILL ONLY BE ELIGIBLE FOR  
ACCEPTANCE ON THE COMPLETION OF THIS FORM

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**Please complete, sign and scan these three pages, and then send as an email attachment to the Poster Organisers along with your abstract. Email to [posters@icots.net](mailto:posters@icots.net)**

**1. PERSONAL INFORMATION**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title (e.g., Dr., Prof. etc.): \_\_\_\_\_ Gender (Optional): \_\_\_\_\_

Affiliation: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip/Post Code: \_\_\_\_\_

State: \_\_\_\_\_

Country: \_\_\_\_\_

Tel. (W): \_\_\_\_\_ Tel. (H) (Optional): \_\_\_\_\_

Fax: \_\_\_\_\_ Website (Optional): \_\_\_\_\_

Poster Title: \_\_\_\_\_

**2. AUTHOR’S WARRANTY AND INDEMNITY**

I, ..... warrant  
(Full name)

to the International Association for Statistical Education (IASE) that the poster entitled:

.....  
.....  
.....

submitted for possible inclusion in the ICOTS9 Conference Proceedings is an original work of mine (and, where applicable, joint authors) and does not infringe the copyright or any other right of any other party and that I am the sole proprietor of all rights in the work. I agree to indemnify, and keep effectively indemnified, IASE from and against all actions, proceedings, costs, damages, claims, demands, expenses, loss and liability whatsoever arising out of or by reason of any breach by me of this warranty.

Dated this ..... day of the month of ..... year .....

Signed .....  
(Your signature)

At .....  
(City/Country)

In the presence of .....  
(Witness signature)

PLEASE NOTE: IF THERE IS MORE THAN ONE AUTHOR,  
\*\*\* ONLY THE LEAD AUTHOR NEEDS TO SIGN THE AUTHOR’S \*\*\*  
WARRANTY AND INDEMNITY

### 3. AUTHOR'S CHECKLIST

Please check your poster and abstract carefully with the following checklist BEFORE submitting it to the editors.

#### **My poster abstract:**

- makes a genuine contribution to the development of knowledge in statistical education;
- is a scholarly presentation which is a new contribution to the field and has not been published elsewhere;
- reports a significant outcome or event, or a novel experience;
- is within the guidelines described in the instructions to authors for ICOTS9;
- is in English and has been submitted to **spell checking** (English or American accepted) and **checked by a fluent English speaker**;
- has been provided electronically in Word (.doc) format.

#### **Bibliography is:**

- complete and consistent with the guidelines.