



## GUIDELINES FOR PREPARATION OF POSTER ABSTRACTS

### 1. GENERAL INSTRUCTIONS

The final papers and posters will be published by IASE. This set of Guidelines is intended to help produce all presentations 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: <https://icots.info/11/?notices>
- 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 should be written in English. The maximum length of the poster abstract is **one A4 page** (including any references). You are required to submit your abstract in **Word format** (.doc or .docx) using a web page to be advised to authors. **Abstracts** must be submitted **before 31 August 2022**.
- Only poster abstracts which meet the instructions to authors will be published in the Proceedings.

### 2. REQUIREMENTS REGARDING FORMATTING AND SETUP OF POSTER ABSTRACTS

Please note that our strong recommendation is that you start with the **Poster Abstract Template** document downloaded from the Conference website — or alternatively a **sample poster abstract from the same site**. If you use either of these 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 Microsoft Word or compatible software.  
Papers must be submitted as **.doc** or **.docx** files.

#### Paper size and margins

- **Paper size should be set to A4:** 21.0 × 29.7 cm (8.3" × 11.7").
- All four margins must be **2.5 cm (1.0")**.  
This should keep the contents within a frame size of 16.0 × 24.7 cm (6.3" × 9.7").

#### Font

All poster abstracts should use **11 point Times New Roman** font.

## Justification

Except for the Title/Author information (which should be centered) the poster abstract should be both left and right justified.

## Spacing

- Single spacing throughout, including the title and author information.
- Exactly one blank line before the author(s)' name(s), 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 page.
- 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.
- Leave one blank line between the author's information and the abstract body.

## 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 poster abstract. 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

Poster abstracts are restricted to **one A4 page** including all parts.

### Using the pre-designed Word template

1. Download the **Poster Abstract 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.

### Sample poster abstracts

Sample papers are available on the Conference website. You can use one of these as the basis of your manuscript in much the same way as using the template.

### 3. GENERAL REQUIREMENTS TO AUTHORS ABOUT PREPARATION OF POSTER ABSTRACTS

1. The content must relate to the teaching or learning of statistics and align with accepted submission.
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 comments 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.
6. LATE MANUSCRIPTS WILL NOT BE PUBLISHED.

THE EDITOR RESERVE THE RIGHT TO REJECT POSTER ABSTRACTS THAT DO NOT CONFORM TO THE GUIDELINES OR TO RETURN ABSTRACTS 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.*