



GUIDELINES FOR PREPARATION OF MANUSCRIPTS

1. GENERAL INSTRUCTIONS

The invited and contributed papers of ICOTS9 will be published by ISI and IASE.

The following guidelines are intended to help you make the most of the space you have available in the ICOTS9 Proceedings.

- We have designed a Microsoft Word template for ICOTS9 papers 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 ICOTS9 Website (icots.net/9/notices.php).
- 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 by email in Word (.doc) format to your Session Organizer. You should also send a hard-copy version to your Session Organizer, by fax if possible.
- You must also complete the 3-page Author Submission form at the end of this document, and send it together with your manuscript to your Session Organizer. If you prefer to send the form electronically, you can download a Word version from the web-site (icots.net/9/notices.php).

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

- | | |
|----------------|--|
| By 31 Aug 2013 | Submit title and abstract (up to 150 words) of invited paper to Session Organizers. <i>Please indicate if you intend to submit your paper for refereeing.</i> |
| By 31 Oct 2013 | Invited paper speakers desiring their paper to be refereed to submit final version to their Session Organizer who will send it to the Editor of Proceedings after checking formatting requirements. Speakers are encouraged to submit a draft version to their Session Organiser at least a month earlier for feedback. |
| On 15 Dec 2013 | Referees return comments to Proceedings Editor. |
| On 15 Jan 2014 | Referee reports sent to Authors. |
| By 31 Jan 2014 | Submit final version of non-refereed invited paper. |
| By 15 Feb 2014 | Submit final version of refereed invited paper to the Editor of Proceedings. |

3. IMPORTANT DATES FOR CONTRIBUTED PAPERS

| | |
|----------------|--|
| By 31 Aug 2013 | Authors of contributed papers to be refereed submit abstract (up to 150 words) to the Contributed Paper Convenors. |
| By 31 Oct 2013 | Submit final version of contributed paper to be refereed to the Contributed Paper Convenors who will send it to the Editor of Proceedings after checking formatting. |
| By 30 Nov 2013 | For a non-refereed contributed paper, submit an abstract (less than 150 words) to the Contributed Paper Convenors. |
| By 15 Jan 2014 | Submit final version of non-refereed contributed paper. |
| By 31 Jan 2014 | Notification of acceptance of non-refereed contributed papers. |
| By 15 Feb 2014 | Submit final version of refereed contributed paper to the Editor of Proceedings. |

4. REQUIREMENTS REGARDING FORMATTING AND SETUP OF ICOTS9 PAPERS

Please note that our strong recommendation is that you start with the **ICOTS9 Paper Template** document downloaded from the ICOTS9 website (icots.net/9/notices.php) — or alternatively a sample paper 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 4 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 | 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 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 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 ICOTS9 Paper Template from the ICOTS9 website (icots.net/9/notices.php).
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) format with a suitable name — we recommend using your name and session number: e.g. Harraway3G.doc

Sample papers

Two sample papers can be found in the “Guidelines and Notices” page of the ICOTS9 website. You can use one of these as the basis of your manuscript in much the same way as using the template.

Multiple papers

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

5. GENERAL REQUIREMENTS TO AUTHORS ABOUT PREPARATION OF ICOTS9 PAPERS

1. The content must relate to the teaching or learning of statistics.
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. A signed warranty statement by the lead author must accompany submitted manuscripts.

6. SUBMISSION OF ICOTS9 PAPERS

1. All papers should be submitted in *electronic form in Word (.doc) format* to your Session Organizer by the dates given above. Include the main speaker's name and session number in the filename, e.g. "Harraway3G.doc".
2. E-mail your manuscripts as attachments. Please check for viruses before sending.
3. Send one paper copy printed on a laser quality printer by fax to your Session Organizer. Use A4 paper (if possible). This will be used to check that the file version has been correctly transmitted.
4. Session Organizers will send final versions of the paper to the Editor of Proceedings.
5. Closing date for papers to reach your Session Organizer:
 - Draft version: **31 August 2013** (optional)
 - Final version: **31 October 2013** (if to be refereed)
 - Final version: **15 January 2014** (if not to be refereed).
6. LATE MANUSCRIPTS WILL NOT BE PUBLISHED.
7. Send manuscripts, Author's Checklist (attached below), and a signed warranty statement (attached below) to your Session Organizer. Electronic signatures are acceptable.
8. Authors of refereed papers should hear back from the refereeing process by **15 January 2014**, and will be asked to submit their final version by **15 February 2014**.

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 Session Organizer or Editor of Proceedings for suggestions prior to submission.

All authors please make sure that you have completed and returned the warranty and indemnity form and that you have checked your manuscript using the Author's Checklist.



ICOTS9 AUTHOR'S SUBMISSION FORM

PAPERS WILL ONLY BE ELIGIBLE FOR ACCEPTANCE ON

THE COMPLETION OF THIS FORM

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): _____

Session Name: _____

Session Number: _____

Paper Title: _____

I WOULD LIKE TO SUBMIT MY PAPER TO A BLIND REFEREE PROCESS:

YES [] NO []

Print, complete and fax these two forms to your Session Organiser. If you prefer to send the forms electronically, you can download a Word version from the web-site: icots.net/9/notices.php

2. AUTHOR’S WARRANTY AND INDEMNITY

I, warrant
(Full name)

to the International Association for Statistical Education (IASE) that the paper 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

Print, complete and fax these two forms to your Session Organiser. If you prefer to send the forms electronically, you can download a Word version from the web-site: icots.net/9/notices.php

3. AUTHOR'S CHECKLIST

Please check your paper carefully with the following checklist BEFORE submitting it to the editors.

My paper:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | makes a genuine contribution to the development of knowledge in statistical education; |
| <input type="checkbox"/> | has taken into account the relevant literature on the topic and is adequately referenced; |
| <input type="checkbox"/> | is a scholarly presentation which is a new contribution to the field and has not been published elsewhere; |
| <input type="checkbox"/> | reports a significant outcome or event, or a novel experience; |
| <input type="checkbox"/> | has been proofread by at least one peer (once the review process begins it is unlikely that alterations can be made); |
| <input type="checkbox"/> | is within the guidelines described in the instructions to authors for ICOTS9; |
| <input type="checkbox"/> | is in English and has been submitted to spell checking (English or American accepted); |
| <input type="checkbox"/> | has been provided electronically in Word (.doc) format with accompanying (faxed) hard copy to the Session Organizer. |

Illustrations are:

- | | |
|--------------------------|---|
| <input type="checkbox"/> | provided in the body of the manuscript (recommended); or |
| <input type="checkbox"/> | provided on separate sheets of white paper, in black art line ink and clearly marked. |

Bibliography is:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | complete and consistent with the guidelines. |
|--------------------------|--|