9th ERME Topic Conference: Perspectives on conceptual understanding of flexibility, number sense and mastery in arithmetic, 11-14 May 2020

Guidance on how to write the Abstract and Poster Proposal

Participants are invited to submit a 2-page abstract for a later paper, or a 2- page poster proposal. All proposals must be submitted electronically to the organising committee by e-mail to: j.m.sayers@leeds.ac.uk (closing date is 16th December 2019).

The **abstract** submission will be 2-pages maximum + references can be on a third page, and needs to be composed along the following structure:

- Title of proposal. Type and centre the title (in 16 point bold),
- Authors(s) of proposal including affiliations and email addresses: author(s) name(s) (in 12 point bold), and affiliation(s) of author(s) (in 12 point italics) in this order; all in Times Roman. Underline the name of the presenting author(s).
- First and second choice theme (number flexibility, number sense or number mastery)
- 3 - 5 keywords
- General description on research questions, objectives and theoretical framework (up to 500 words/ 1 page no more)
- Methods/methodology
- Outcomes/results and implications based on the research results
- Relation to the theme chosen
- References (300 words max.) Give references in the APA style. (www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf)
- Use the guidelines above: Write the proposal in English using Times 12-point font, 16-point line space, and 6 points between paragraphs; occupying a frame of 170 by 247 mm. (As previous CERME guidelines).
- It is **not** possible to include tables or graphs in the submission form.

For the **poster** submission:

- Use 2-page ONLY for your initial poster submission to include a title, a short description of the research topic, the theoretical framework, the method, and, if possible, research results and implications based on the research results. Relation to the theme chosen
- **If invited to submit a digital poster** for the New Researcher day, you will need to use a presentation software (such as Powerpoint).
- Ensure that the digital poster corresponds to one slide, in A0 size (portrait).

- The digital poster must include a title, a short description of the research topic, the theoretical framework, the method, and, if possible, research results and implications based on the research results.
- Remember, that poster is a visual medium. We recommend using diagrams, tables, and pictures in posters. Note that poster proposals not using this format in full will not be accepted. If your proposal is accepted, they will be part of the New Researcher's Day and will be displayed on the 11th May.

- Intent of publication (We expect most abstracts submitted to be written up and submitted as a paper after the conference. All papers will be reviewed for publication through a shared reviewing process in line with CERME guidelines; more information on this will be presented at the conference).

To Facilitate the Process

Restrict your proposal to a maximum of two pages. Please select a first and second choice and make clear on your abstract and poster proposal submitted. You need to indicate all contributing authors along with their affiliations and email addresses, and to specify who will be presenting. Fill in this information carefully; mis-spellings and missing email addresses may mean that co-authors are not correctly linked to all their contributions.

Please take very seriously, all the deadlines indicated below:

- 16th December 2019: Initial abstract submission by authors AND initial poster outline submission by new researchers for the New Researchers Day discussions. All submissions submitted by e-mail.
- 13th January 2020: Initial decisions on abstracts and posters sent.
- 14th February 2020: EARLY BIRD registration closes.
- 28th February 2020: Authors submit a revised version if needed of both abstracts and poster proposals.
- 15th March: Deadline for registration and digital version of poster to be sent to organisers.
- 16th March 2020: Final decisions sent.
- 20th April 2020: Abstracts and Poster outlines available on Conference website.

Any Questions?

Any questions about paper and poster proposals not covered in the Guidelines above may be directed to the co-ordinator j.m.sayers@leeds.ac.uk