

GUIDANCE NOTES: SUBMISSION OF CONTRIBUTIONS FOR BSRLM INFORMAL PROCEEDINGS

Download a copy of the template. Open this by double clicking on the filename. Use this template to format your document. The styles in use are:

Article Title: Use style BSRLM Article Title (Times New Roman; 12 point; bold, left justified, 18 point before and 18 point after)

Name and Affiliation:

Use style BSRLM Affiliation for your name (Times New Roman, 11 point; left justified, 6 point after) and

BSRLM Affiliation italics for your institution

Abstract: Use style BSRLM Abstract (Times New Roman; 12 point; single spacing, justified, 12 point before and 12 point after. Indent 1cm on left and right.)

Keywords: Use BSRLM keywords (Times New Roman; 12 point; bold, left justified. Indent 1cm.)

First level heading: Use BSRLM Heading1 ((A-head): Heading 1 + Times New Roman; 12 point; single spacing, space before 12, space after 12. Capitalise only the first letter and proper nouns.)

Main body text: Use BSRLM Body Text (Normal, justified, first line of paragraph indented by 1.27cm. No space before or after. The **first** paragraph of each section should not be indented.)

Quotation: Use BSRLM Quotation (Times New Roman 10, indent left and right 1.5 cm, space before and after 6 point)

Second level heading: Use BSRLM heading2 ((B-head): Heading 2 + Times New Roman; 12 point; bold, italic, space after 12 point)

Third level heading: Use BSRLM Heading3 (C-head). Heading 3 + font not bold, italic

Figure Caption. Use BSRLM Figure Caption (Normal + Times New Roman 10)

Notes

The notes below provide further details — please take particular note of the guidance on references.

Please *left justify* the text.

All pages should be numbered.

Footnotes and endnotes to the text should be avoided or kept to a bare minimum.

Sponsorship of research reported (e.g. by research councils, government departments and agencies, etc.) should be declared at the end of the text and before the list of references.

Tables and captions to illustrations

Tables and Figures should be numbered consecutively by Arabic numerals. Captions should include keys to any symbols used. When referring to figures in the text, do not italicise and capitalise the word 'Figure'. For example, As shown in Figure 1, ...

Acronyms and spelling

All contributors should be aware that they are addressing an international audience. In particular, acronyms for the names of organisations, examinations, etc. should be preceded by the title in full, and succinctly explained if necessary. UK spelling is preferred e.g. colour, generalise.

Mathematical Notation

Special care should be taken with mathematical script, especially subscripts and superscripts and differentiation between the letter 'ell' and the figure one, and the letter 'oh' and the figure zero. Mathematical terms, formulae and equations should preferably be typewritten, with subscripts and superscripts suitably formatted. In both displayed equations and in text, scalar variables must be in *italics*, with non-variable matter in upright type. For simple fractions in the text, the solidus '/' may be used instead of a horizontal line. Mathematical terms, formulae and equations may alternatively be inserted as Equation Editor or MathType objects.

Quotations and inverted commas

Give short quotations in double inverted commas "...", immediately followed by the citation, with page number. Quotations that run to more than two lines should be indented and displayed, without inverted commas. Note that single inverted '...' commas are to be used to refer to a word or phrase (e.g. the term 'ability' is a difficult one to define).

Citations and References

These should conform to Chicago author-date style. Full details can be found at <http://www.chicagomanualofstyle.org/home.html>. The following guidance may suffice for most submissions.

Citation

Single author e.g. (Skemp 1976). Note, no comma between name and date. Give page numbers for quotations e.g. Skemp (1976, 21), Laborde (2001, 94-95) Where the author's name appears in the text, it need not be repeated in the parenthetical citation e.g. According to Skemp (1976), 'understanding' has two distinct meanings. Singh's entertaining book (1997) became an international best-seller.

For works by two or three authors, all names are included. For works by more than three authors e.g. (Brown et al. 1998). Note that et al. is not italicized in text citations.

References

Titles of journals and names of publishers, etc. should not be abbreviated. References should be single spaced with no space before or after. References have a hanging indent of 1.27cm.

Journal article

Fischbein, E., D. Tirosh, D. and P. Hess. 1979. The Intuition of infinity. *Educational Studies in Mathematics* 10: 3–40. Note: the ampersand (&) is not used, only the first author's name is inverted, and a comma must appear both before and after the first author's given name or initials.

Book

Sperber, D., and D. Wilson. 1986. *Relevance: communication and cognition*. Oxford, Basil Blackwell.

Edited book

Nesher, P., and J. Kilpatrick, eds. 1990. *Mathematics and cognition: a research synthesis by the International Group for the Psychology of Mathematics Education*. Cambridge: Cambridge University Press.

Chapter in an edited book

Fuson, K. C. 1991. Children's early counting: saying the number-word sequence, counting objects, and understanding cardinality. In *Language in mathematical education*, ed. K. Durkin and B. Shire, 27-39. Milton Keynes: Open University Press.

Order

Entries are arranged chronologically by year of publication, For successive entries by the same author(s), a 3-em dash replaces the name(s) after the first appearance, e.g. Piaget, J. 1929. *The child's conception of the world*. New York: Harcourt, Brace and Company.
— 1970. *Le structuralisme*. Paris: Presses Universitaires de France.