

Guidelines for Authors, CERME10

CERME deliberately and distinctively moves away from research presentations by individuals towards collaborative group work. Its main feature is the *Thematic Working Group* (TWG) whose members work together on a common research domain. TWGs will have about 13 hours over four days in which to meet and progress their work. Conference participants are expected to work within just one group. In addition, there will be plenary activities and a poster session.

There will be about 24 Thematic Working Groups at CERME10: details about the focus of each group can be accessed from the [list of the TWGs](#). Researchers wishing to have their work discussed at the conference should submit a paper or a poster proposal to one of these TWGs. **CERME papers and posters must be about research** (empirical, theoretical, or developmental). If you wish to submit a paper or a poster to this conference, it should be uploaded on the website (see the detailed procedure below). If you are unsure about which group your paper/poster fits best, please fill in the field “alternative TWG”, when making your submission. The receiving TWG Leader will consult with the Co-leaders and the International Programme Committee (IPC) and, if necessary, forward it to another group, informing you about what has been done. If you are unhappy with the outcome, you can contact the Chair of the IPC (ghislaine.gueudet@espe-bretagne.fr).

All papers go through an open review process in which those who submit papers are asked to act as reviewers for other papers. Each prospective presenting author may be asked to review up to two papers. Guidelines for papers and for the review process can be found on the [conference website](#). Poster proposals are reviewed by the TWG Leaders and Co-leaders.

The proceedings of CERME Conferences are published after the conference. Accepted papers from each TWG are grouped together with an overview of the group's work. Acceptance of a paper or a poster in the TWG at the conference **does not automatically guarantee publication in the post-conference proceedings**. Before publication, papers need to be modified according to the specifications of the TWG Leaders and the feedback received in the TWG. It is an aim to be as inclusive as possible in accepting papers for discussion at CERME, and also to ensure the quality of what is published in the name of the society, ERME. Only the papers which were presented at the conference by at least one of the authors can be published in the conference proceedings. More details are given in the Guidelines for [TWG Leaders](#) and for [Reviewers](#).

Collections of CERME papers from one TWG or related TWGs may be published in books or special issues of scientific journals. The authors may also explore other publication alternatives for their papers, such as journal articles and book chapters, always indicating that a previous version was presented in the relevant CERME Conference. The copyright of the papers rests with the authors, unless different provisions are made for publication with the authors' agreement.

The CERME10 Template for papers and poster proposals

For your convenience, and also in order to achieve a uniform appearance for all CERME10 papers, we provide a template for your document. The template is available to download from the

congress web site [CERME10 template](#). Please use this template in order to format your document and do not change the styles or margins given in the template.

When you start using your template you are advised to save a backup copy, delete the text in the template in which you write your paper, and save that document under a new name.

Submission of Papers

CERME10 uses a submission website managed by Keynote. The authors submit the initial version of their paper on the website (uploading it either as a .doc or .docx, and providing the required information, in particular the TWG number). The TWG Leader will organize an internal review in the TWG. The final version of the papers will be directly submitted by the authors on the submission website.

An online submission system is an important tool, for a large conference like CERME. It requires that everyone take very seriously all the deadlines indicated below:

- Initial submission by authors: **15th September 2016**.
- Keynote PCO sends authors the information on the status of their paper by **2nd November 2016** (and announces that the reviews will be sent by the TWG leader).
- The TWG Leader sends authors revisions requested on **3rd November 2016**.
- The authors send a revised version with a description of the changes made to the TWG team (Leader and Co-Leaders) by **24th November 2016**.
- The TWG team takes the final decision and informs the authors by **5th December 2016**, and, if needed, discusses with them the final adjustments to the papers.
- The authors upload the final version of their paper to online submission system by **12th December 2016**.

The format of papers must be as follows.

1. Write the paper in English using *Times* **12-point font**, 16-point line space, and 6 points between paragraphs; occupying a frame of 170 by 247 mm. Use the [CERME10 template](#).
2. Restrict your paper to a maximum of **eight pages**, including references, figures and appendices. You may bring multiple copies of a longer version for distribution at the CERME10 Conference.
3. Type and centre the title (in 16 point bold), author(s) name(s) (in 12 point), and affiliation(s) of author(s) (in 12 point) in this order; all in *Times*.
4. Underline the name of the presenting author(s).
5. Begin the paper with an abstract of up to ten lines, single-spaced, in italics.
6. Indicate up to five key-words for the paper below the abstract.
7. Give references in the APA style (www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf).

Note that papers not using this format in full will not be accepted.

In order to get an idea of the criteria for the quality of papers, please follow the [Guidelines for Reviewers](#).

Submission of Posters

The submission of posters has distinct stages.

Firstly, a proposal for the poster (two pages, format presented below) is submitted either as .doc or .docx on the CERME10 submission website. The TWG Leader organizes an internal review in the TWG.

If the poster proposal is accepted, then a **digital poster** is sent to the TWG leader by e-mail, as a .ppt and a .pdf file (one A0 page, format presented below). The TWG team can discuss details of the digital poster with the author, and adjustments can be made. Finally the author brings a hard copy of the poster to the conference.

Please take very seriously all the deadlines indicated below:

- Initial submission by authors of a two-page poster proposal: **15th September 2016**.
- Keynote PCO sends authors the information on the status of their paper by **10th November 2016**.
- The TWG Leader sends authors revisions requested on **11th November 2016**.
- The authors upload a revised version of their two-page proposal **by 12th December 2016**.
- The authors send their **digital poster** by e-mail to the TWG team (Leader and Co-Leaders) by **16th December 2016**.
- The TWG team may discuss needed adjustments of the digital poster with the author, and collect the final digital posters before **23rd December 2016**.

The format of poster proposals must be as follows.

For the first proposal (.doc or .docx , submitted on CERME10 submission website)

1. Restrict your proposal to a maximum of **two pages**.
2. The proposal must include a title, an abstract, up to three keywords, and some references. It must also include a short description of the research topic, the theoretical framework, the method, and, if possible, research results and implications based on the research results.
3. Use the [CERME10 Template](#): 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.
4. Type and centre the title (in 16 point bold), author(s) name(s) (in 12 point), and affiliation(s) of author(s) (in 12 point) in this order; all in *Times*.
5. Underline the name of the presenting author(s).
6. Give references in the APA style.
(www.tandf.co.uk/journals/authors/style/reference/tf_A.pdf).

For the digital poster

1. Use a presentation software (such as Powerpoint).
2. Ensure that the digital poster corresponds to one slide, in A0 size (portrait).
3. 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.
4. 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.

In order to get an idea of the criteria for the quality of posters, please follow [Guidelines for Reviewers](#).

If your proposal is accepted, a vertical rectangular board will be made available at the conference for the presentation of your poster – therefore printed posters must be in portrait format, with the following maximum dimensions:

Height/Tall = 1189mm.

Width = 841mm (A0 Portrait).

Any Questions?

Any questions about paper and poster proposals not covered in the Guidelines above may be directed to any TWG Leader or Co-leader.