

Submission Details for Chapters in ICTMA Series Book

All proposed chapters should be submitted ONLY to this book for consideration and should be original work not published, or about to be published, elsewhere. Each conference participant in parallel sessions can be a named author on **at most two chapters**, only one of which can be a single authored chapter. All authors must be named from the **first** draft of the proposed chapter and the order of authors should not be changed.

You must supply the editors with a copy of all permissions to publish previously published work including figures. A separate document from Springer about permissions will be sent with your consent to publish form when your chapter is accepted.

Send your chapter to ICTMA19.Proceedings.ew@uni-hamburg.de no later than October, 15th 2019 for a regular paper and November, 15th 2019 for plenaries. Use **ictma19** in the subject line. You will receive an acknowledging email.

We require chapters in the following format:

1. A cover page of your metadata (see example Appendix II). This page is not considered in your page count. Include 6 keywords for indexing (see ICTMA13-17 book indexes for examples). The keywords must appear exactly as worded in the text of the chapter.
2. A maximum of **9 pages for chapters arising from parallel sessions including abstract, references, graphics, appendices, figures and tables**. Please do not use too many diagrams (more than 6 is not advisable).
3. **The title** should be left justified [**Bold Title case regular text 16 pt** with 12 pt space after], followed by author(s) name(s) [**Bold regular text 12 point**], and affiliation(s) of author(s) (Department and Institution) [*italics 12 point*] in this order on separate lines; all in Times New Roman.
4. All chapters must have an **abstract** which is **no longer than** 10 lines. The abstract summarises the content and forms part of the 9 pages of the chapter. It starts with the word **Abstract** in bold on the first line which is completed with text and the entire abstract is left and right justified. [regular text 12 point, space before and after 12 point]
5. The chapter is to be written in British English using MS Word, **Times New Roman, 12-point font, single line space, and 6 points after paragraphs**. Please follow this guideline strictly. Use A4 paper size with margins set as follows: top and bottom 3.8 cm; left and right 2.7 cm as in this document. In all text, use the word “chapter” to refer to your submission not “paper”.

The first paragraph under a heading is not indented. All following paragraphs have an indented first line.

6. **Headings:** Please use the decimal system of headings with no more than three levels:

Example: **1** **Section [Bold Title case regular text 14 pt] 12 pt space either side**
 1.1 ***Sub section [Bold Title case italic text 14 pt] 12pt space either side***

1.1.1 Sub-subsection [Bold Title case regular text 12pt] 12pt space either side

7. **Footnotes** should use 12 point font. They are not to be used for reference citations.

8. **Graphics** should be inserted at appropriate places in the text at fully readable size. Please do not decrease too much. They need to be readable in the reduced block size of the book, that is a frame of **115 by 180 mm**.

9. All chapters **MUST** include an adequate review of the relevant international literature with citations setting your contribution to the field in the context of other modelling work (and your previous work, if relevant). All references should be cited in the text. The author-date method of citation should be used directly in text. The references must use APA style formatting, but with the Springer SocPsych style adaption, which is less rigorous. **See Appendix I for Citation and Referencing Styles.**

10. Quotations: Short quotations (less than 40 words) are embedded in the text in regular font, within “quotation marks”. **Long quotes (40 words or more)** are indented 0.5 cm either side and no quotation marks are used. Use 10 point font. All quotes need source information including author, year, page.

Examples:

Drakes (2012) also argues that “students would...benefit from modelling done by experts” (p. 12).

As an example, Heilio (2013) argues

For successful transfer of mathematical knowledge to client disciplines the theme of mathematical modelling is a crucial mathematical challenge. The lectures, books and laboratory exercises are necessary, but the actual maturing into an expert can only be achieved by ‘treating real patients’. (p. 224)

11. Sources: If you copy figures or tables from other works, you must obtain **permission** from the copyright holder for both the print and online format of this book. Enclose the signed permission with the manuscript. Some publishers do not grant electronic rights for free. Springer will not be able to refund any costs incurred in receiving these permissions. As an alternative, material from a different source should be used that grants permission. The source must be acknowledged in the figure caption or table heading. Sources in a language other than English should be translated.

12. Transcripts: Transcripts are in 12 point, regular font with no quotation marks with 6 point before the beginning of a transcript and 6 points after the end of the entire transcript.

Jim: Sine over?

Ozzie: No the angle not the [stops]. It’s like reverse.

Ahmed: Sin?

Jim: I remember it’s reverse. You do that full stop. Yeah, you do the one on top [pointing to \tan^{-1} on his graphing calculator].

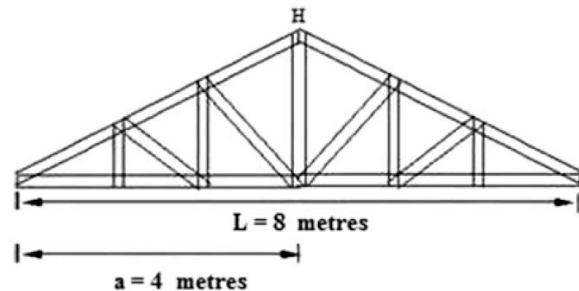
13. Figures, diagrams, tables, equations, literal texts, tasks:

Figure and Diagrams: These must be **clearly readable** (i.e., the point size must be large enough to see every piece of text clearly) and clearly able to be reproduced in black and white, not colour. Figures **must be referred to in the text** (e.g., see Fig. 2.4.). At the start of a sentence use Figure 2.4 but Fig. 2.4 elsewhere.

- When preparing your figures, the figures should be: 78 mm or 117 mm wide and not higher than 198 mm.
- Number figures consecutively using the chapter number (e.g., Fig. 1.1). All figure parts should be denoted by bold lowercase letters (**a**, **b**, **c**, etc.). You can group 3 smaller figures with named parts in a 117 mm wide figure.
- Each figure should have a **concise** caption describing accurately what the figure depicts. Include the captions in the text file of the manuscript, not as part of the figure file.
- Figure captions begin with the term **Fig.** in bold type, followed by the figure number in bold type.
- No punctuation is to be included after the figure number, nor the end of the caption.
- Identify all elements found in the figure in the figure caption; and use rectangles, circles, etc., as coordinate points in graphs.
- **Identify previously published material** by giving the original source in the form of a citation at the end of the figure caption.

Example Figure 78 mm wide:

Fig. 13.1 Scheme of a gable used in Brazilian roof constructions



Example Figure 117 mm wide:

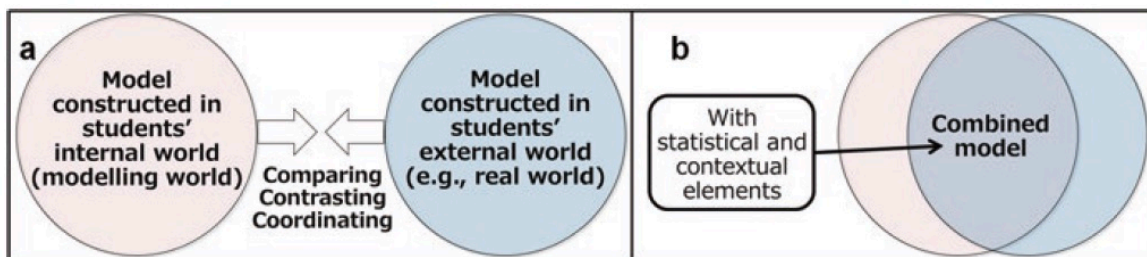


Fig. 8.1(a) Conceptualisation of combining models **(b)** Conceptualisation of combined models

Tables: These are numbered consecutively using the chapter number (e.g., Table 1.1). So ensure all the tables are numbered consecutively and cited in the text in the correct order. Give each table a **heading**. To format the table columns, use the **table function**. Do **not** use the space bar to separate columns, and do **not** use Excel to create tables. Make sure you make your tables so they fit in the text block when printed. Very large tables are sometimes printed vertically on a separate page reducing your available space.

Example Table 1

Table 20.1 Identification of student use of prior knowledge in the tasks

Student	Type and use of prior knowledge in TT and PP task	
	<i>Academic</i>	<i>Encyclopaedic</i>
Tanya	–	Enhancing decision making [TT] Enables student to relate to context [both] Facilitates the checking of progress [PP]
Tabitha	Enhances understanding [TT] Enables student to relate to context [TT] Selects mathematical model [PP] Enhancing decision making [PP]	Enhancing decision making [both] Facilitates the checking of progress [PP] Enhances understanding [PP]

Example Table 2

Table 1.1 Mean numbers of correct (C), proportional (P), and other (O) answers on three problems

	Proportional problems		Additive problems			Constant problems		
	C	O	C	P	O	C	P	O
SC-condition	2.61	0.39	0.65	2.08	0.26	0.24	2.08	0.68
CS-condition	2.76	0.24	1.11	1.86	0.03	1.00	1.70	0.30
Total	2.68	0.32	0.88	1.97	0.15	0.61	1.89	0.49

Table notes should be used at the foot of the table in 10 point beginning with “*Note.*” These should be listed on separate lines in the following sequence: General comments referring to entire table, Explanations of abbreviations in a run-in list and Asterisk(s) (p values), followed by any column, row or cell specific notes using superscript lowercase letters (i.e., ^{a, b, c}).

NOTE: Use column headers of the same size as this will determine the spacing of the numerical data in your columns (e.g., using Strongly Agree, Agree, Disagree and Strongly Disagree will result in widely different spacing and the copy editors will not change this.)

For text tables the cells are set up with hanging indents if the content is more than one line. This will be done by the copy editors. Refer to Tables by number (e.g., in Table 2.1) not expressions such as “in the Table below”.

Tasks or Problems: If presenting a task used in a classroom or study, present within a borderless rectangular box with grey shading (as shown).

The Man With The Golden Gun Task

In the Hollywood movie, *Man with the Golden Gunn*, how feasible is the stunt in the scene where a car takes off from one side of a broken bridge, spins 360°, and lands on its wheels safely to drive off on the other part of the bridge across the stream?

When referring to the task use italics on the title, for example, *The Man With The Golden Gunn Task*.

Equations

- Equations of the type $a^2 + b^2 = c^2$ can be written as normal text. Use italics as shown and a space before and after each term or symbol as necessary.
- For all other equations, use the Microsoft equation editor for the whole equation.

Literal Text: In order to distinguish literal text of computer programs, we recommend using a font such as *Arial* or *Helvetica*. If you need a font for your programs in which every character has the same width, use *Courier*.

14. Spelling, Punctuation and Expression

Please note the following terms, spelling: “modelling” and abbreviations (when inside parentheses) “e.g.,” “i.e.,” “student”. Use “mathematics” not “math” or “maths”, “examination” not “exam”, “modelling” and “mathematics” should not have an upper case “M”. Reduce use of capitalisation to a minimum. Use better expression than “get”.

15. Abbreviations: Write abbreviations in full if in text but abbreviate when in parentheses, for example, “modelling tasks (e.g., the *Ferris Wheel*)”. Exception: use (See Fig. 2.1) instead of (s. Fig. 2.1). Minimise use of abbreviations.

16. Acknowledgements: These should be in 10 point and come after the chapter concludes but before the references.

17. Appendices: These are set before the references.