

# Author Guidelines for Papers

Papers presented at the IASE Roundtable 2012 will be published by ISR and IASE. The following guidelines should be followed.

- We have designed a Microsoft Word template for IASE Roundtable 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 at <http://icots.net/roundtable/topics.php>
- The manuscript must be written in English. The maximum length of 12 pages. Please email a copy to Rob Gould, [rgould@stat.ucla.edu](mailto:rgould@stat.ucla.edu), in Word format.

## REQUIREMENTS REGARDING FORMATTING AND SETUP OF PAPERS

Please note that our strong recommendation is that you start with the template document downloaded from the IASE Roundtable 2012 website <http://icots.net/roundtable/topics.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” in 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 x 29.7 cm (8.27" x 11.69").
- Paper contents should be within a frame size of 15.5 x 24.7 cm (6.1" x 9.7"). Keep the pages within this frame.
- Use the following margins:

### Font

Left margin Right margin Top margin Bottom margin  
3.0 cm (1.2") 2.5 cm (1.0") 2.5 cm (1.0") 2.5 cm (1.0")

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.

### Page numbering

DO NOT number the pages.

### Title/Author(s)

- Centre the title in **bold** CAPITALS. (You should use **style=Heading 1** from the template file.)
  - Centre the author(s)' names underlining the name of the presenting author. (Use **style=Normal** with centering.) On the next line show the affiliation of the author(s). On the next line give a single contact email address.
  - Leave one blank line between the title and the author's information. **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.
- Headers, footers and footnotes**
- DO NOT use headers, footers or footnotes.
  - If necessary, group numbered notes at the end of the text before the reference list.

### Using the pre-designed Word template

1. Download the template from the IASE 2012 website (<http://icots.net/roundtable/topics.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: e.g. Harraway.John.doc

### **Sample papers**

Two sample papers can be found in the “Guidelines and Notices” page of the ICOTS-8 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 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.