CALL FOR PAPERS AND GUIDELINES FOR PROPOSALS

You are invited to propose one or more of the above activities according to the rules and guidelines described below. The following rules apply to all types of proposals (for specific rules see pages 12–14):

1. Proposals should be significantly related to the Psychology of Mathematics Education, and conform to the aims of PME as stated in item 2 of the Constitution. Contributions need not be limited to completed research. Ongoing studies may be submitted, provided that the theoretical framework and preliminary results appear in the text submitted. Because of length restrictions, papers should be concise, but should nevertheless contain all information necessary to inform both reviewers and other researchers. Proposals merely stating that results will be presented at the conference cannot be accepted.

2. Authors are requested to refer to related papers that have been presented at previous PME or PMENA conferences. The authors should state what is new in the research and how it builds on past research, or goes in new directions. Proposals too similar to papers previously presented cannot be accepted. Proposals that represent new and significant contributions to research in the Psychology of Mathematics Education are especially encouraged.

3. Each participant (including co-ordinators and presenters of Research Forums, Working Sessions and Discussion Groups) may propose as a First Author, one of each of the following three different types of personal presentations: Research Report (RR), Short Oral communication (SO), Poster presentation (P). However, the Program Committee will accept at the most one of the first two types (RR or SO) and one Poster presentation (P). A participant or group of participants is allowed to propose a Poster presentation as an alternative for, or in addition to, another personal presentation.

4. In order to have a proposal for personal presentation considered by the Program Committee and sent to reviewers the presenting author(s) of a Research Report must pay the required Conference Deposit of US$100 by the fixed date of January 15, 2003. Others must pay the Conference Deposit of US$100 by the fixed date of March 1, 2003 (although payment by January 15, 2003 would be appreciated as it gives the organization an early indication of the expected number of presentations).

5. An individual cannot be the presenting author of two personal presentations, with the exception of a Poster presentation (as stated in item 3 above).

6. Only the author(s) of the paper can do a presentation.

7. The names and addresses of all co-authors or assistant co-ordinators will be included in an appendix in the proceedings, provided their details are sent together with their proposal.

8. When sending your submissions by email please use the following code in the Subject and name your attached files as follows: for a Research Report by Dufus the file should be named: RR_dufus_PME27.doc (_ is an underscore not a space). Use SO, PP, DG, RF, WS for Short Oral Communication, Poster Presentation, Discussion Group, Research Forum, and Working Session respectively.

9. If your submission includes figures please make sure that you keep the suggested set-up and font templates described below in item 10, and also that your submission is in letter format and NOT in the ‘A4‘ format.

10. **Important announcement:**

We are endeavoring to work towards a uniform appearance for all papers in the PME27 conference proceedings. An electronic template and guidelines are available from the PME27 web site at www.hawaii.edu/pme27
Please use the template as the basis for your paper. It should be possible to download it to your computer: instructions on the website will explain how to do this. Alternatively, you can obtain the template as an attachment by emailing <pateman@hawaii.edu> with a note of your version of WORD. Existing files incorporating other styles and formats are best imported into the template via a text processor such as MS Word, the preferred word processor for PME27.

**Specific Guidelines**

**Research Forum Guidelines for PME27**

After receiving preliminary approval of their Research Forum proposal, the co-ordinator must submit a rewritten description to the PC in care of the Conference Secretariat (page 3) by January 15, a draft version of the full papers from all contributors by March 15, and the final paper by May 1. These papers must include:

- the title of the Research Forum
- the name(s) of the co-ordinator(s)
- the names of the contributors
- a description of the goals, key questions, themes and focus, as well as the theoretical and/or philosophical framework within which the focus or theme of the Research Forum is developed
- a detailed description of the proposed format of the Research Forum, including timing division, and plans for audience interaction
- details of pre-readings and how this can be made available
- how the space in the Proceedings will be used (up to 30 pages).

Guidelines for the full papers of a Research Forum to be included in the Proceedings:

1. Restrict the total of text to a maximum of thirty pages, including references, figures, and appendices. You may bring multiple copies of a longer version for distribution at the conference.
2. Write the papers in English.
3. Type and centre the title (in capitals), author(s) name(s), and affiliation(s) of the author(s), in this order.
4. Underline the name of the presenting author(s).
5. Begin the paper with an abstract of up to ten lines, single-spaced, preferably in italics. Immediately following, a second abstract in a language other than English may be included.
6. Give references in one of the accepted standard forms.
7. Use a 14-point type (Times recommended), a 16-point line space, and 6 points between paragraphs, occupying a frame of 170 by 247 mm. Please use exact dimensions, and fill the entire frame. Remember that the original text will appear in the proceedings reduced to 70%.
8. Use an inkjet or laser printer. Avoid dot matrix print, since it is not satisfactory for photocopying.
9. **Do not number the pages** (please pencil page numbers lightly on the back of each page).
10. **Do not staple the copies of the paper**.
11. Send three final copies of the full papers plus a disk with the file (indicating the word processor used, preferably MS Word), to the Conference Secretariat (page 3). Be sure that at least one of the copies is camera-ready (please, identify it). **Fax copies will not be accepted.**

For those who wish to use templates for their submission, please see item 10 on page 11.

**Research Report Guidelines**

Please note that you can be the presenting author of one Research Report. There is no limitation on the number of times you are listed as a co-author.

When preparing a proposal you are requested to:
1. 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 conference.
2. Write the paper in English.
3. Type and centre the title (in capitals), author(s) name(s), and affiliation(s) of the author(s), in this order.
4. Underline the name of the presenting author(s).
5. Begin the paper with an abstract of up to ten lines, single-spaced, preferably in italics. Immediately following, a second abstract in a language other than English may be included.
6. Give references in one of the accepted standard forms.
7. Use a 14-point type (Times recommended), a 16-point line space, and 6 points between paragraphs, occupying a frame of 170 by 247 mm. Please use exact dimensions, and fill the entire frame. Remember that the original text will appear in the proceedings reduced to 70%.
8. Use an inkjet or laser printer. Avoid dot matrix print, since it is not satisfactory for photocopying.
9. Do not number the pages (please pencil page numbers lightly on the back of each page).
10. Do not staple the copies of the paper.
11. Send six copies of the paper to the Conference Secretariat (page 3) including a disk with the file (indicating the word processor used, preferably MS Word). Three of these copies should have the name(s) and affiliation(s) of the author(s) removed for purpose of blind review. Be sure that at least one of the copies with the name(s) and affiliation(s) of the author(s) is camera-ready (please identify it). Fax copies will not be accepted.
12. Enclose a fully completed proposal form (page 33 First Announcement) including information regarding the Research Categories (page 28).
13. Co-authors of a proposal, who are not its presenting author, are requested to fill the Author/Co-ordinator Details Form (page 32). This information is needed in order to include the names of all co-authors in the Proceedings Appendix.

For those who wish to use templates for their submission, please see item 10 on page 12.

Short Oral Communications and Posters Guidelines

When preparing a proposal you are requested to:
1. Restrict your proposal to one page, including references, figures and appendices. If accepted, this text will be included in the conference proceedings. You may bring multiple copies of a longer version for distribution at the conference.
2. Write the paper in English.
3. Type and centre the title (in capitals), author(s) name(s), and affiliations(s) of the author(s) in this order.
4. Underline the name of the presenting author(s).
5. For posters, the proposal should make clear how the information would be presented in a pictorial or graphical format. (You will be provided with a vertical rectangle of 120x100 cm for your presentation.)
6. In your proposal, give references in one of the accepted standard forms.
7. Use a 14-point type (Times recommended), a 16-point line space, and 6 points between paragraphs, occupying a frame of 170 by 247 mm. Please use exact dimensions, and fill the entire frame. Remember that the original text will appear in the proceedings reduced to 70%.
8. Use an inkjet or laser printer. Avoid dot matrix print, since it is not satisfactory for photocopying.
9. Send three copies of the proposal to the Conference Secretariat (page 3) including a disk with the file (indicating the word processor used, preferably MS Word). Be sure that at least one of the copies is camera-ready (please identify it). Fax copies will not be accepted.
10. Enclose a fully completed Proposal (page 35 or 36, First Announcement) including information regarding the Research Categories (page 28).
11. Co-authors of a proposal, who are not its presenting author, are requested to fill the Author/Co-ordinator Details Form (page 34). This information is needed in order to include the names of all co-authors in the Proceedings Appendix.

For those who wish to use templates for their submission, please see item 10 on page 12.
Discussion Groups and Working Sessions Guidelines

Discussion Group or Working Sessions organizers are requested to:

1. Prepare a **one-page** text including the name(s) and affiliation(s) of the co-ordinator(s) of the group, description of the aims, and planned activities for the present meeting. For a Working Session, please, describe the nature and topic of the session and the planned activities. If approved, this text will be included in the conference proceedings.
2. Use a 14-point type (Times recommended), a 16-point line space, and 6 points between paragraphs, occupying a frame of 170 by 247 mm. Please use exact dimensions, and fill the entire frame. Remember that the original text will appear in the proceedings reduced to 70%.
3. Use an inkjet or laser printer. Avoid dot matrix print, since it is not satisfactory for photocopying.
4. Send **three** copies of the proposal to the Conference Secretariat (page 3) including a disk with the file (indicating the word processor used, preferably MS Word). Be sure that at least one of the copies is **camera-ready** (please identify it). **Fax copies will not be accepted**.
5. Enclose a fully completed Proposal Form (page 37 or 38).
6. Co-ordinators of a proposal, who are not its principal co-ordinator, are requested to fill the **Author/Co-ordinator Details Form** (page 34). This information is needed in order to include the names of all co-authors in the Proceedings Appendix.

For those who wish to use templates for their submission, please see item 10 on page 12.

**Equipment**

Every room will be equipped with an overhead projector. Apart from that, a limited number of LCD projectors, slide projectors, and video equipment may be available. If you need to use these or any other kind of equipment for your presentation and would like the Local Organizers to provide it, please complete the enclosed **Equipment Request Form** (page 37) and send it together with the Conference Deposit/Membership Details Form (page 24) by **January 15, 2003**. Please also let us know if you intend to use PowerPoint for your presentation. Confirmation of whether it is possible to arrange for the equipment you have requested will be sent by May 2003. **Please note that on-site booking of equipment will not be possible**.

**Call for Reviewers**

In order to have a sufficient number of reviewers of Research Papers the Program Committee calls for PME members who are willing to review papers. This review process should take place in February 2003. You can serve as reviewer if you are currently a PME member and have presented at least two Research Reports at previous PME conferences. If you qualify you are asked to fill in the **Reviewer Form** (page 31) and send it to the Executive Secretary (page 6) **before December 1, 2002**. **Do NOT send this Review Form to the Conference Secretariat**. Those who are already registered as a reviewer and do not want to change the review categories do not need to fill in the form.
Call for Research Forums for PME28 (2004)

Proposals for a Research Forum to be organized at PME28 should be in the hands of the Executive Secretary (page 6) – NOT the conference secretariat – before May 31, 2003. Proposals have to provide a description of the format and the content of the Research Forum. The description must include:

- the title of the Research Forum
- the name(s) of the co-ordinator(s)
- the names of the contributors
- a description of the goals, key questions, themes and focus, as well as the theoretical and/or philosophical framework within which the focus or theme of the Research Forum is developed
- a detailed description of the proposed format of the Research Forum, including timings, plans for audience interaction
- details of prior reading and how this can be made available
- how the space in the Proceedings will be used (up to 30 pages).

More accurate and detailed guidelines will appear in the November Newsletter and also appear in the Second Announcement of the PME27 Conference.

Early Bird Procedure for a Research Report

A few years ago the IC decided to implement a mechanism to encourage and support inexperienced researchers by offering them the possibility of an Early Bird Procedure for submitting a Research Report. Inexperienced researchers who do not have access to appropriate local support and would like to receive guidance from experienced PME researchers can submit their paper to a co-ordinator who is an IC or former IC member. The co-ordinator will assign the paper to an appropriate mentor and make sure that the communication between the inexperienced researcher and the mentor flows satisfactorily. Please note that this procedure is meant to be a feedback to written reports. It is not meant as a support for conducting research.

The papers submitted should be accompanied by a statement in which the authors declare that they are researchers with little previous experience in writing research reports (or journal articles) and have limited access to experienced advice. The mentors will correspond with the authors and will guide them in strengthening their papers. In order to ensure a process, which will be beneficial to authors, proposals should be submitted to the co-ordinator at least six months before the deadline for submission of a Research Report (January of the year of the upcoming conference). The timeframe will allow for the search for an appropriate mentor, and will enable the process to be meaningful. In any case, this mentoring would not guarantee acceptance, as the papers will still undergo the regular PME reviewing procedures. People who wish to have a mentor to submit a Research Report for the PME28 Conference in 2004 should contact the co-ordinator before July 15, 2003.

The Early Bird co-ordinator for the PME27 and PME28 Conference is: Norma Presmeg.

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