



## Guide for Authors

Version 1.2

Last update: 9/9/2022

Website to upload proposals: <https://xvi-ponencias.ciaem-iacme.org/>

Official website of IACME XVI: <https://xvi.ciaem-iacme.org/>

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## Introduction

IACME is an excellent opportunity for academics and students to present the results of their research and experiences, formulate innovation proposals in the different modalities.

To achieve the highest quality, we have built a rigorous review structure coordinated by an *International Program Committee*, *Topic Directors* and a group of scientific reviewers.

Below you will find a description of the steps you must follow to submit a *proposal* to IACME. We recommend that you download this manual and print it, if necessary, in order to carry out a more detailed reading that will allow you to carry out your submission successfully.

This guide indicates the format that the *proposals* must follow and describes the two phases of the submission and approval process.

IACME has invited presentations and open presentations.

Invited presentations: plenary lectures, plenary roundtables, parallel lectures, thematic sessions, Ubiratan D'Ambrosio session, mini-courses. Details in:

<https://xvi.ciaem-iacme.org/ponencias-invitas/>

Open presentations: communications, workshops, posters. Details in:

<https://xvi.ciaem-iacme.org/ponencias-abiertas/>

*The texts of both types of presentations should use IACME Style.*

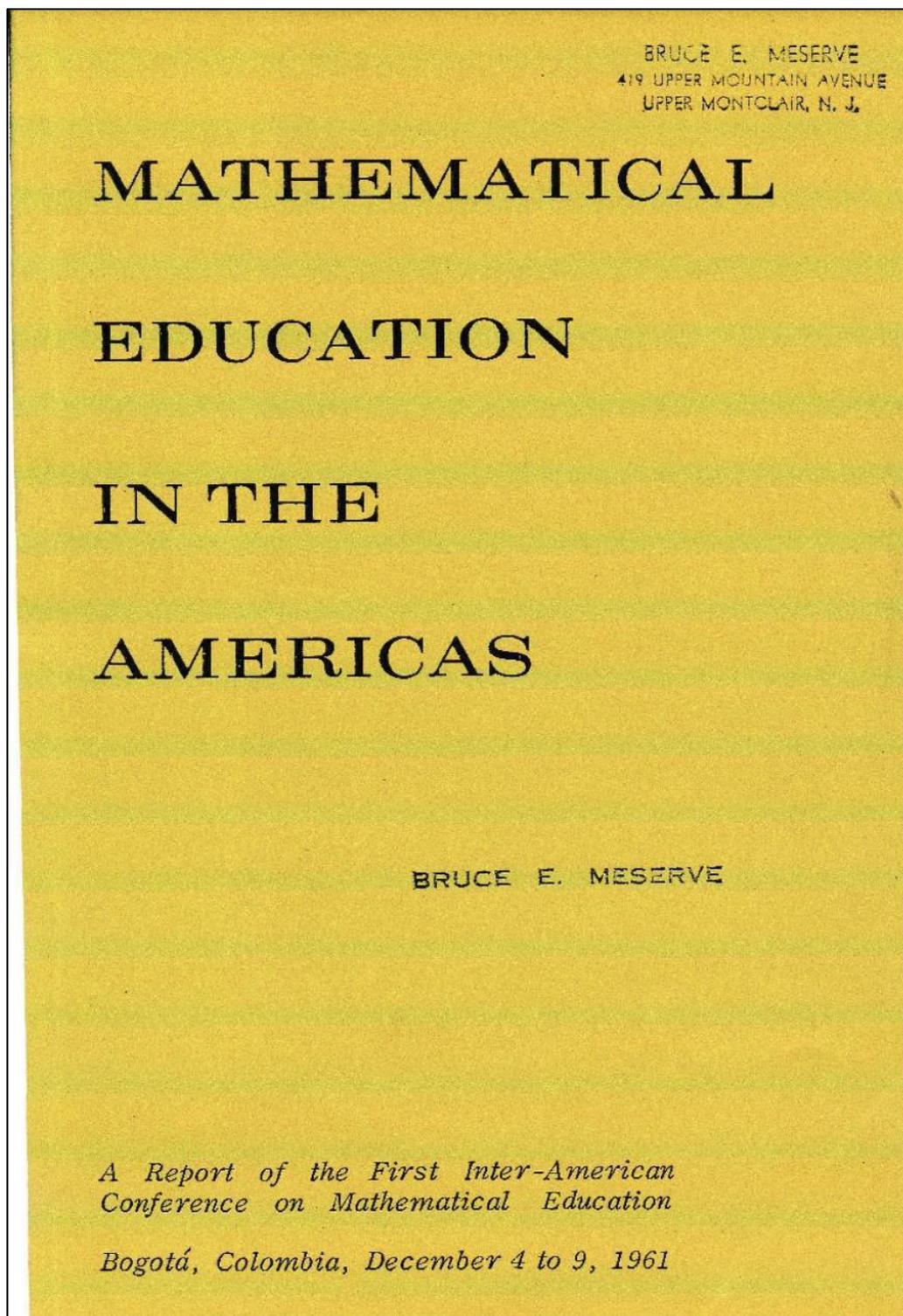
All documentation and specific templates can be accessed at:

<https://xvi.ciaem-iacme.org/documentos-para-ponencias/>

Open proposals will be evaluated by the International Program Committee or reviewers selected for that task. Each proposal will be examined by at least two referees blindly (the reviewers will not know the names of the authors of the proposals). Authors may be in communication with IACME about the status of their proposals through the proposal's website.

**The decisions of the *International Program Committee* are final.**

**1. Submission of proposals for open *presentations***



Cover of the *Proceedings of IACME I*, 1961

The submission process consists of 5 steps.

### Preliminaries

- It is important to indicate that before starting the submission you must have the file ready with the **blind version and the complete version** with the format of *the IACME Style*. Both versions are required in the submission process.
- In the blind version there should be no references to the authors and their institutional affiliations.
- The file must be sent only in an editable format: .doc or .docx.
- Each file must not exceed 15 MB.



**CIAEM**  
**CME**

Comité Interamericano de Educación Matemática  
Comitê Interamericano de Educação Matemática  
Inter-American Committee of Mathematics Education

[www.ciaem-iacme.org](http://www.ciaem-iacme.org)

International Commission on Mathematical Instruction



### IACME Style

Abstract .....	2
Bibliography and references, and direct citations .....	2
Diagrams, drawings, graphs, tables, photographs .....	2
Footers .....	3
Headers .....	3
Headings, levels .....	3
Justification of the text .....	4
Keywords .....	4
Labels or content in special texts, font size .....	4
Line spacing of all text .....	4
Lists and bullets .....	4
Name of the author(s), institutional affiliations, and email address .....	4
Names, symbols, and nomenclature .....	4
Notes .....	4
Page margins: left and right, top and bottom .....	5
Pagination .....	5
Paper size .....	5
Paragraphs .....	5
Sentences .....	5
Text font .....	5
Title of the paper .....	5

For information on *IACME Style* and proposal templates go to  
<https://xvi.ciaem-iacme.org/documentos-para-ponencias/>

The main author must:

**Step 1:** Indicate **the topic** (from the list on the IACME page) and **modality** of your work (communication, workshop, poster), as well as accept the submission and copyright requirements of this event.

**Step 2:** Deposit the **blind version** (without names or institutional references) of your work for review. This step is critical, because it is this file that will be reviewed by the event peer reviewers.

**Step 3:** Enter the “metadata” of your work: title of the work, abstract, information about the authors, keywords and some additional information, if required.

The metadata allow the *International Program* to organize its activity, considering **to the topics for the event**. Each topic has Directors who coordinate the review process of the proposals.

**Step 4:** If the presentation you are proposing is a workshop, then you must upload an **additional form**. This must be done at the same time you submit the workshop proposal.

**Step 5:** Confirm the submission. The author(s) will receive an email confirming the submission and thanking them for their participation in the event.

### **Response to the submission of proposals**

The guide shows the actions that the authors must carry out, depending on the technical or scientific evaluation made by the committee with respect to their work, the possibilities are the following:

- Accepted.
- Rejected.
- Rejected because of formatting.
- Accepted subject to modifications.

### **Final submission by the authors**

The author or authors must submit the revised version in editable format within the deadline indicated by the event. If this new version is approved, the Topic Directors will notify the authors who must send the final work in pdf.

## 1.1 Entering the event's proposals page

The author enters the IACME website:



Next, click on the "LOG IN" option in the main menu:



Next:

XVI CIAEM

UNIVERSIDAD DE LIMA

Lima - Perú  
30 julio - 4 agosto 2023

ICMI

xvi.ciaem

HOME ABOUT LOG IN ACCOUNT SEARCH CURRENT CONFERENCES ANNOUNCEMENTS

Home > Log In

Log In

Username

Password

Remember my username and password

» [Not a user? Create an account with this site](#)

» [Forgot your password?](#)

This work is licensed under a [Creative Commons Attribution 3.0 License](#).

The system will request the username and password.

If you already have an account on the site, enter your information, otherwise, you **must create a user account**, following the instructions below:

## 1.2 Create a new user account

HOME ABOUT LOG IN ACCOUNT SEARCH CURREN

Home > Log In

Log In

Username

Password

Remember my username and password

» [Not a user? Create an account with this site](#)

» [Forgot your password?](#)

Click here to create an account

When creating a new account, the system will request the following information:

- Username
- Password
- First Name
- Middle Name
- Last Name
- Initials
- Gender
- Affiliation
- Signature
- E-mail
- Telephone/Fax
- Postal Address
- Country
- Biographical Summary
- Confirmation
- Languages Known
- Type of Account

It is important that you verify that the information entered in this form is correct, since these will be your official data for the event.

[HOME](#) [ABOUT](#) [LOG IN](#) [ACCOUNT](#) [SEARCH](#) [CURRENT CONFERENCES](#) [ANNOUNCEMENTS](#)

Home > XVI Conferencia Interamericana de Educación Matemática > XVI Conferencia Interamericana de Educación Matemática > Account

### Account

Fill in this form to create an account with this conference.

[Click here](#) if you already have an account with this or another conference on this site.

**Profile**

Form Language

To enter the information below in additional languages, first select the language.

Username\*

The username must contain only lowercase letters, numbers, and hyphens/underscores.

Password\*

The password must be at least 6 characters.

Repeat password\*

Salutation

First name\*

Middle name

Last name\*

Initials  Joan Alice Smith = JAS

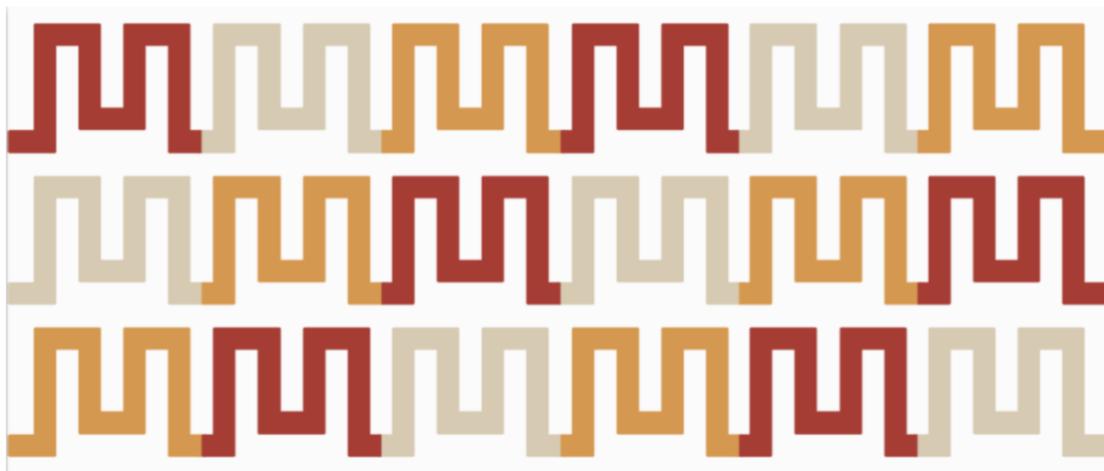
Gender	<input type="text" value="v"/>
Affiliation*	<input type="text"/>
Signature	<input type="text"/>
Email*	<input type="text"/>
URL	<input type="text"/>
Phone	<input type="text"/>
Fax	<input type="text"/>
Mailing Address	<input type="text"/>
Country	<input type="text" value="v"/>
Bio statement (E.g., department and rank)	<input type="text"/>
Confirmation	<input checked="" type="checkbox"/> Send me a confirmation email including my username and password
Working languages	<input checked="" type="checkbox"/> English <input type="checkbox"/> Español (España) <input type="checkbox"/> Português (Brasil)
Create account as	<input checked="" type="checkbox"/> Reader: Notified by email on publication of presentations. <input checked="" type="checkbox"/> Author: Able to submit items to the conference.

### 1.3 Procedures for a new submission

When entering the system with your respective author user account already created, the following options will be displayed:



After entering the author user account and starting the new submission, the system will show the first step for submitting papers:



Decorative image

### Step 1. Starting the Submission

---

**1. START** 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact [Yuri Morales](#) for assistance.

---

#### Conference Track

Select the appropriate track for this submission (see [Track Policies](#)).

Track\*

---

#### Session Type

Session Type  **Communications**

Abstract Word Limit: 150

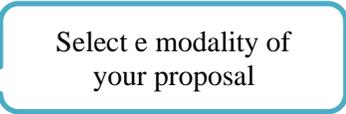
**Workshops**

Abstract Word Limit: 150

**Posters**

Abstract Word Limit: 150

---



## Step 1. Start the submission

Next, you must select the following options, stating that your work is ready for submission and that also meets the requested requirements:

#### Submission Checklist

Indicate that this submission is ready to be considered by this conference by checking off the following (comments to the director can be added below).

- The work has not been previously published nor is it being evaluated elsewhere.
- The work fully complies with the requested file format.
- All links within the work to external articles or sites have been reviewed and are all functional.
- All the bibliography complies with the indicated format.
- All data and references to materials already published are duly identified with their respective credit and included in the bibliographical references.
- An author may not propose more than 3 papers (Communication, Poster or Workshop).
- The maximum number of co-authors of a paper is 6 (Communication, Poster or Workshop).

---



Once the above options have been selected, you must select the agreement of the copyright terms of the *Conference*:

**Copyright Notice**

1. All rights to the site and products are reserved.
2. The authors, when submitting their proposal to the IACME XVI, declare that their work has not been disclosed in any of its previous versions, and that it is not subject to consideration by another medium while it is in this review process or later, should it be accepted for presentation at the conference.
3. The authors accept that the review be carried out by the external evaluation teams that IACME considers appropriate and beyond your knowledge.
4. The authors understand that the results generated from an evaluation are unappealable. With this, the authors also understand that the evaluation process is a complex stage that will not be stopped or rushed for any reason.
5. The authors understand that not complying with these guidelines or not incorporating the corrections suggested in the evaluations could cause rejection of the proposal.
6. In the case of multiple authors, we understand that priority is not given to any person, therefore, each has the same rights and responsibilities. In addition, the order of authorship will be as presented in the article. Once a proposal is submitted, names of Members will not be added or excluded.
7. The authors accept that IACME edit, publish, print, transcribe the work in other formats both by printed and electronic media, including the Internet, as well as all metadata.
8. The authors understand that we will not be granted, for the authorship, economic remuneration or other considerations.
9. The authors release IACME from all responsibility for damages to third parties, in case of use inappropriate or limited bibliographic references, and we ensure that we have the rights to use reference material of others.
10. The authors accept that all responsibility for crimes such as plagiarism, self-plagiarism and usurpation of identity belongs to the authors.
11. The authors authorize IACME to publish the names, emails, affiliated institutions, cities and countries of each author.

The authors agree to the terms of this Copyright Notice, which will apply to this submission if and when it is published by this conference (comments to the director can be added below).

Select to show you accept the terms.

Finally, you can add additional comments to your submission:

**Comments for Conference Director**

Enter text (optional)

Write here any additional comments, if necessary

**Save and continue** **Cancel**

Click here to save and continue with the submission.

## Step 2. Attach blind version for review

Once the first step of submission has been completed, the blind version is attached for review, following the steps indicated by the system. The first thing is to select the file on your computer that contains the blind version, and then you must upload it to the platform.

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT CONFERENCES](#) [ANNOUNCEMENTS](#)

Home > User > Author > Submissions > New Submission

### Step 2. Uploading the Submission

1. START **2. UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a paper to this conference, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the conference's web site and renames it following the conference's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Yuri Morales](#) for assistance.

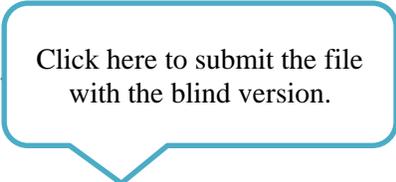
---

**Submission File**  
No submission file uploaded.

---

Upload submission file  No file chosen

---



**Important:** Verify that the uploaded file is the one corresponding to the blind version (without names of the authors and institutional affiliations), otherwise you must change the file to the indicated one. **The file must be in editable format.**

Submission File	
File name	<a href="#">1135-4182-1-SM.docx</a>
Original file name	Blind test.docx
File size	11KB
Date uploaded	2022-09-02 08:22 PM
Replace submission file	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
<input type="button" value="Save and continue"/> <input type="button" value="Cancel"/>	

Verify that it is the blind version in editable format.

Click here to save Step 2 and continue.

### Step 3. Entry of the metadata for the submission

Once the file with the blind version has been uploaded, you must add the general information of your work (here we call it metadata), which includes information on the authors, title of the paper, abstract and words key (see below).

#### Author information

Next, you must enter the information of the authors of the paper. **Consider that whoever sends the paper will be considered the main author.** It is convenient that your academic biographical summary provides the information that could be used for the presentation of the paper at the event.

**HOME ABOUT USER HOME SEARCH CURRENT CONFERENCES ANNOUNCEMENTS**

Home > User > Author > Submissions > New Submission

### Step 3. Entering the Submission's Metadata

1. START 2. UPLOAD SUBMISSION **3. ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Form Language: English

To enter the information below in additional languages, click on the language dropdown menu.

**Authors**

First name\*: John

Middle name:

Last name\*: Doe

Email\*: jde@zsu.edu

URL:

Affiliation: Zigland State U  
(Your institution, e.g. "Simon Fraser University")

Country: United States

Bio statement (E.g., department and rank):

**Add Author**

Write the first name and last name of the author.

The email of the author.

Select the country of origin of the author.

Institutional affiliation of the author.

Click here to add another author.

Next, if applicable, you must enter the information of the other authors. **You must be very careful to place all the co-authors correctly and in the corresponding order since you will not be able to include any others later.** And so it will appear on the event platform

The screenshot shows a web form for adding authors. At the top, it says "Reorder authors to appear in the order they will be listed on publication." Below this is a radio button labeled "Principal contact for editorial correspondence." and a "Delete Author" button. The form fields are: "First name\*" (Jane), "Middle name" (empty), "Last name\*" (Doe), "Email\*" (jdoe@zsu.edu), "URL" (empty), "Affiliation" (Zigland State U), "Country" (United States), and "Bio statement (E.g., department and rank)" (empty). Below the form is another "Delete Author" button and an "Add Author" button. Callouts point to various fields: "First name and last name of the coauthor." points to the first and last name fields; "Email of the coauthor." points to the email field; "Institutional affiliation of the coauthor." points to the affiliation field; "Country of the coauthor." points to the country dropdown; and "Click here to add another coauthor." points to the "Add Author" button.

### Enter paper title and abstract

After entering the information on the authors, and before entering the title of the paper and the abstract, due to a glitch in the system you may need to change the "Form Language" to indicate "Español". You can then write the title of the paper, as well as its abstract, in English. **You must be careful in the formulation of the title, because you will not be able to change it later.**

**Step 3. Entering the Submission's Metadata**

---

1. START 2. UPLOAD SUBMISSION **3. ENTER METADATA** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

---

Form Language  

To enter the information below in additional languages, first select the language.

Click here to change the Form Language to "Español".

**Title and Abstract**

Title\*

Abstract\*

Write the title of the presentation here.

Write the abstract of the presentation here.

**Enter keywords and additional information**

Finally, to complete the metadata you must write the keywords (maximum four) of the presentation, as well as the sponsoring institutions (if applicable):

**Indexing**

Provide terms for indexing the submission; separate terms with a semi-colon (term1; term2; term3).

Keywords

Ex.. Teaching in secundar; Lesson plans; Historical research; History; Learning

Language

English=en; French=fr; Spanish=es. Additional codes.

Write the keywords of the presentation here.

### Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

**Save and continue**

**Cancel**

Indicate support agencies, if applicable.

Click here to save Step 3 and continue the submission.

## Step 4. Only for workshops: sending the additional form

The next step consists in **attaching a file with the additional form** requested for workshop proposals. The form can be downloaded from the download section of the official conference website. You must have it ready before sending your proposal.

Again, you need to start by selecting the file on your computer, and then uploading it to the

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT CONFERENCES](#) [ANNOUNCEMENTS](#)

Home > User > Author > Submissions > New Submission

### Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file

platform.

Click here to add the additional form for Workshops.

Complete additional file metadata for workshops.

### Step 4a. Add a Supplementary File

[<< Back to Supplementary Files](#)

Form Language  You might need to change this to Español.  
To enter the information below in additional languages, first select the language.

#### Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

**Title\***  Indicate title and author.

**Creator (or owner) of file**

**Keywords**

**Type**    
Specify other

**Brief description**

**Publisher**    
Use only with formally published materials.

**Contributor or sponsoring agency**

**Date**  YYYY-MM-DD   
Date when data was collected or instrument created.

**Source**    
Name of study or other point of origin.

**Language**    
English=en; French=fr; Spanish=es. [Additional codes.](#)

---

#### Supplementary File

**File name** [1136-4183-1-SP.pdf](#)

**Original file name**  Select this option.

**File size** 33KB

**Date uploaded** 2022-09-03 01:39 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

---

**Replace file**  No file chosen  Use Save to upload file.

---

Click here to save and continue.

## Step 5. Confirmation of submission

Finally, you must confirm the submission made to finish the process. If it is a workshop, there should be two files.

### Step 5. Confirming the Submission

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. **CONFIRMATION**

To submit your manuscript to XVI Conferencia Interamericana de Educación Matemática click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the conference web site. Thank you for your interest in publishing with XVI Conferencia Interamericana de Educación Matemática.

**File Summary**

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
4184	<a href="#">BLIND TEST.DOCX</a>	Submission File	11KB	09-04
4185	<a href="#">SUPPLEMENT TEST.PDF</a>	Supplementary File	33KB	09-04

Click here to confirm the submission.

After confirming your submission, you should receive a thank you email for submitting your paper. If you do not receive it, it is important that you verify that you submitted it correctly with the topic director. Check that the message has not arrived in your spam or junk mail folder by mistake.

Next, the system will display the following page, where the user can see the status of their proposal:

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT CONFERENCES](#) [ANNOUNCEMENTS](#)

Home > User > Author > Submissions > Active Submissions

### Active Submissions

Submission complete. Thank you for submitting your work to XVI Conferencia Interamericana de Educación Matemática.

> [Active Submissions](#)

Click here to see the status of your submission.

## View proposal status

After accessing the previous option, the system will display the review status of the proposal(s) made):

Active Submissions						
<a href="#">ACTIVE</a>		<a href="#">ARCHIVE</a>				
MM-DD						
<a href="#">ID</a>	<a href="#">SUBMIT</a>	<a href="#">TRACK</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">STATUS</a>	
1137	09-04	Tema01	Doe, Doe	<a href="#">ENGLISH BLIND TEST</a>	<a href="#">PAPER IN REVIEW</a>	

Start here to submit a paper to this conference.  
[STEP ONE OF THE SUBMISSION PROCESS](#)

Status of the review of your submission.

Up to this point, the first part of the paper submission-review process will have been completed. Now you will have to wait until you receive an email from the Topic Director, where you will be notified of the decision made about your proposal.

If you want to know more information about your work, you can do it in the following way:

Active Submissions						
<a href="#">ACTIVE</a>		<a href="#">ARCHIVE</a>				
MM-DD						
<a href="#">ID</a>	<a href="#">SUBMIT</a>	<a href="#">TRACK</a>	<a href="#">AUTHORS</a>	<a href="#">TITLE</a>	<a href="#">STATUS</a>	
1137	09-04	Tema01	Doe, Doe	<a href="#">ENGLISH BLIND TEST</a>	<a href="#">PAPER IN REVIEW</a>	

Start here to submit a paper to this conference.  
[STEP ONE OF THE SUBMISSION PROCESS](#)

Click here to get information on your submission.

The following is the information that you can see about your work:

[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT CONFERENCES](#) [ANNOUNCEMENTS](#)

Home > User > Author > Submissions > #1137 > Summary

## #1137 Summary

[SUMMARY](#) [REVIEW](#)

### Submission

Authors	John Doe, Jane Doe
Title	English blind test
Session Type	Talleres
Original file	<a href="#">1137-4184-1-SM.DOCX</a> 2022-09-04
Supp. files	<a href="#">1137-4185-1-SP.PDF</a> 2022-09-04 <a href="#">ADD A SUPPLEMENTARY FILE</a>

Submitter: Dr. John Doe

Date submitted: September 4, 2022 - 04:19 PM

Track: 1. Estrategias para mejorar la enseñanza y el aprendizaje de las Matemáticas

Director: Edwin Chaves Esquivel (Track Director)  
Alessandro Ribeiro (Track Director)  
Yuri-Director1 Yuri-Director1 (Track Director)  
Yuri-Director2 Yuri-Director2 (Track Director)

---

### Status

Status	Paper In Review
Initiated	2022-09-04
Last modified	2022-09-04

In this case the proposal is in review.

---

### Submission Metadata

[EDIT METADATA](#)

#### Authors

Name	John Doe
Affiliation	Zigland State U
Country	United States
Bio statement	—

Principal contact for editorial correspondence.

Name	Jane Doe
Affiliation	Zigland State U
Country	United States
Bio statement	—

#### Title and Abstract

Title	English blind test
Abstract	Just a test

#### Indexing

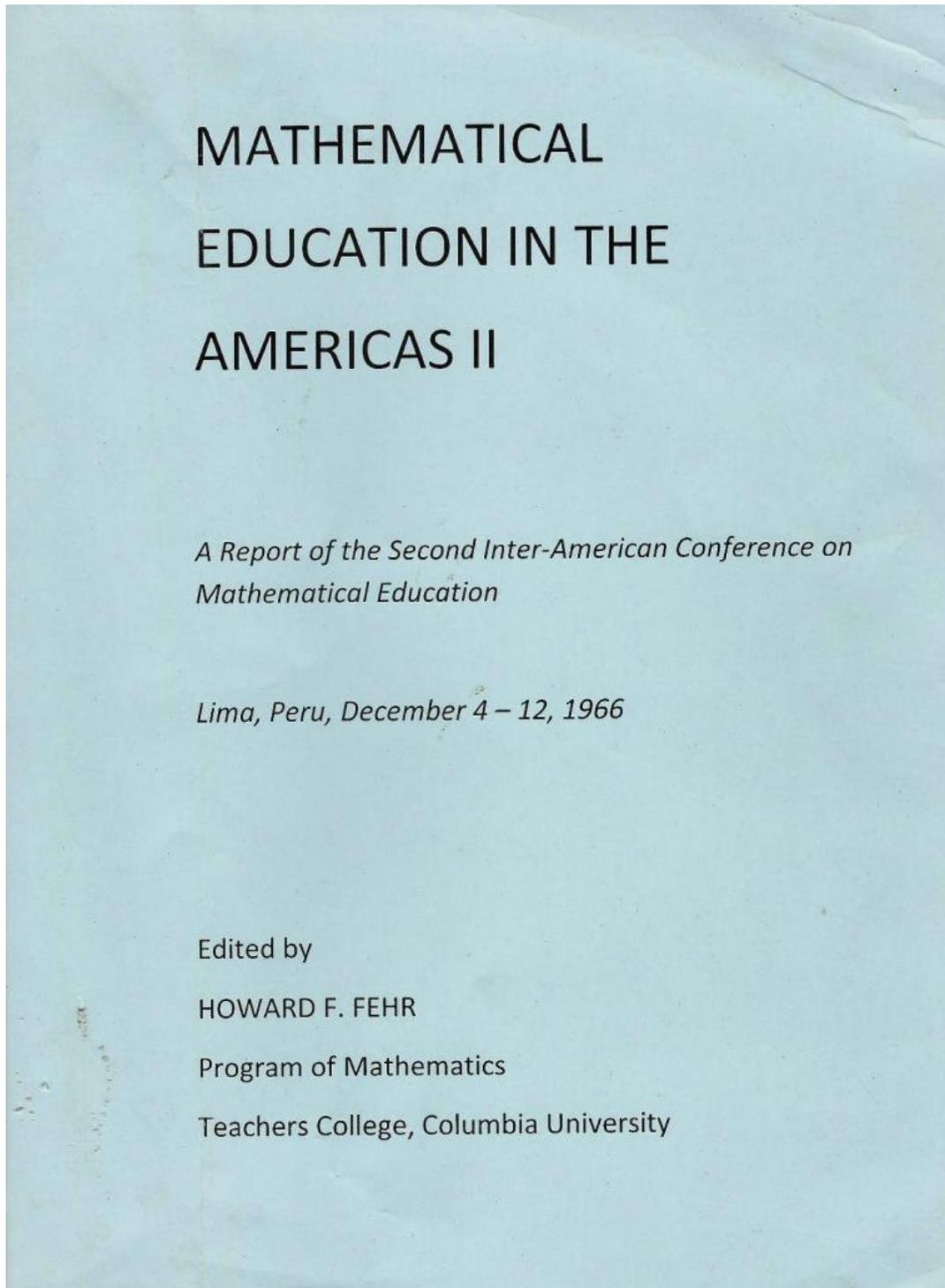
Keywords	A; B; C
Language	en

#### Supporting Agencies

Agencies	NSF
----------	-----

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## 2. Communicate the evaluation of the proposal



Cover from the *Proceedings of IACME II*, 1966.

When you receive the email with the review response to your submission by the Topic Director, you must do the following, in accordance with the decision made.

The scientific reviewer may recommend one of the following options in accordance with the provisions on the review forms: *reject work by format*, *reject work*, *accept with modifications*, or *accept work*.

## 2.1 Reject the work by format

Your work will be rejected by format if it does not comply with each of the following aspects:

- Completed information in the metadata (title, abstract, authors or keywords).
- Attached blind version of the proposal.
- Attached "Additional Form" in the case of Workshops.
- Completed submission process steps outlined in this guide.
- Followed *IACME Style*.

You will receive an email notification with this response. If your work is considered incomplete, you will need to make the indicated format adjustments and repeat the adjusted proposal submission process.

## 2.2 Accept the work

If your work is approved, then the full version will be published in the *Proceedings* of the event. To do this, once you have been notified of the acceptance of the work, you must send the proposal again, but this time a complete version (with all the data of the authors and institutional affiliations).

Important aspects about the **Final Submission for accepted papers**:

1. The full version must be submitted in an editable format (.doc or .docx format).
2. A complete version in PDF format must also be sent, which will be included in the *Reports online*. The authors are responsible for this version.
3. The authors are responsible for the qualities of the final document. **Take into account that you will not be able to modify neither the title nor the authors with which you started this process.**
4. The date, time and place of presentation of your work will be published later.  
Si su trabajo es rechazado, entonces recibirá un email con dicha notificación. Se le recuerda que la decisión es inapelable.

## 2.3 Reject the work

If your work is rejected, then you will receive an email with such notification. You are reminded that the decision is final.

## 2.4 Accept the work with modifications

If your work is accepted subject to modifications, then you must send the following using the **Final Submission** procedures:

- The **complete version** (including the data of the authors and institutional affiliations, if applicable) corrected in editable format
- The complete corrected version in pdf format.

## It is not a new submission from scratch.

You must follow these steps:

### Step 1. Receipt of modifications

The observations and modifications corresponding to your submission will be attached to the decision notification email.

If for any reason the email does not include the modifications that you must make to your work, you should immediately contact the corresponding Topic Director.

The email address of each Topic Director is available on the event e.

La dirección de email de cada director de tema está disponible en la página del evento.

### Step 2. Update file (complete version)

You must make **all** the modifications indicated in said email, since otherwise it compromises the acceptance of your work.

**Important:** Modifications must be made to the **full version** (PDF and editable) of your paper. This version will now be reviewed only by the Topic Directors, who will make the final decision on whether or not you made the modifications suggested by the initial (blind) reviewers of your work.

## 2.5 Submission of the final version of the work

Once the work is accepted without modifications or with modifications, the final version of the same must be sent to the Topic Director. The process for submitting the final (complete) version of the work is detailed below.

Remember that the submission of the work corresponds to a complete version (with the data of the author(s) and the respective institutional affiliations) **in editable and pdf format**.

## 2.5.1 Submission of accepted proposal without modifications

### Step 1. Enter the platform

Once you have been notified that your work has been accepted, enter the event platform again and look for the submission of your work.

Active Submissions						
ACTIVE		ARCHIVE				
MM-DD						
ID	SUBMIT	TRACK	AUTHORS	TITLE	STATUS	
1137	09-04	Tema01	Doe, Doe	ENGLISH BLIND TEST	PAPER IN REVIEW	

Start here to submit a paper to this conference.  
STEP ONE OF THE SUBMISSION PROCESS

Click here to submit the information about the work and submit the final version (completed).

### Step 2. Sending the final version of the work.

The work must be sent in two versions that are detailed below:

1. The complete version (with the names of the authors and institutional affiliations) in editable format, is sent in the **Add additional file tab**.
2. The complete version (with the names of the authors and institutional affiliations) in PDF format, at the tab **Version deposited by the author**

#### a) Full version in editable format

Add the full version in editable format (.doc or .docx format), in the **add additional file tab**.

SUMMARY		REVIEW	
<b>Submission</b>			
Authors	John Doe, Jane Doe		
Title	English blind test		
Session Type	Talleres		
Original file	<a href="#">1137-4184-1-SM.DOCX</a> 2022-09-04		
Supp. files	<a href="#">1137-4185-1-SP.PDF</a>	2022-09-04	<a href="#">ADD A SUPPLEMENTARY FILE</a>
Submitter	Dr. John Doe		
Date submitted	September 4, 2022 - 04:19 PM		
Track	1. Estrategias para mejorar la enseñanza y el aprendizaje de las Matemáticas		
Director	Edwin Chaves Esquivel  (Track Director)		
	Alessandro Ribeiro  (Track Director)		
	Yuri-Director1 Yuri-Director1  (Track Director)		

Click here to submit the complete-formatted-editable-version.

#### b) Full version in PDF format

Now you must go to the “review” option and add the full version in PDF format in the **Version deposited by the author**.

SUMMARY REVIEW

### Submission

Authors: John Doe, Jane Doe  
Title: English blind test  
Track: 1. Estrategias para mejorar la enseñanza y el aprendizaje de las Matemáticas  
Director: Edwin Chaves Esquivel, Alessandro Ribeiro, Yuri-Director1, Yuri-Director2

---

### Peer Review

Review Version: [1137-4186-1-RV.DOCX](#) 2022-09-04  
Initiated: —  
Last modified: —  
Uploaded file: None  
Director Version: None  
Author Version: None

---

### Director Decision

Decision: Accept the submission 2022-09-04  
Notify Director: [Director/Author Email Record](#) 2022-09-04  
Director Version: None  
Author Version: None  
Upload Author Version:  No file chosen

Click here to submit the complete final version in pdf format.

### Step 3. Notify the Topic Director

After attaching the new version of the work, you must notify the Topic Director that you have already made the final submission.

### Director Decision

Decision: Accept the submission 2022-09-04  
Notify Director: [Director/Author Email Record](#)  
Director Version: None  
Author Version: None  
Upload Author Version:  No file chosen

Notify the Director that you have submitted the final version of the proposal in the 2 formats.

### Step 4. Wait for a response

Finally, you must wait for another email confirming the acceptance of the new version of the work presented. Said email must be sent by the Topic Director

### Step 5. Your work is accepted

You will be able to verify the publication of your final work on the website.

**Note:** If the person responsible for the presentation at the Congress does not expose the work, the work will be excluded from the *online Proceedings* within the platform.

## 2.5.2 Submission of accepted proposal with modifications

### Step 1. Adjustments to the proposal

Once you have been notified that your work has been **accepted with modifications**, you must make the requested adjustments according to the email sent by the Topic Director where the aspects that you must modify in your work are indicated.

### Step 2. Enter the platform

Once you have adjusted your work, enter the event platform again and look for the submission of your work.

### Step 3. Sending the final version of the work.

You must send the complete version of the work (with the names of the authors and institutional affiliations) in an editable format; it is sent in the tab **Version deposited by the author**.

The screenshot displays a submission management interface with three main sections: Submission, Peer Review, and Director Decision. A callout box points to the 'Upload Author Version' section.

SUMMARY		REVIEW
<b>Submission</b>		
Authors	John Doe, Jane Doe	
Title	English blind test	
Track	1. Estrategias para mejorar la enseñanza y el aprendizaje de las Matemáticas	
Director	Edwin Chaves Esquivel Alessandro Ribeiro Yuri-Director1 Yuri-Director1 Yuri-Director2 Yuri-Director2	
<b>Peer Review</b>		
Review Version	<a href="#">1137-4186-1-RV.DOCX</a> 2022-09-04	
Initiated	-	
Last modified	-	
Uploaded file	None	
Director Version	None	
Author Version	None	
<b>Director Decision</b>		
Decision	Revisions Required 9-04	
Notify Director	Director/ Email Record 2022-09-04	
Director Version	None	
Author Version	None	
Upload Author Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>	

Click here to submit the complete final version in pdf format.

### Step 4

After attaching the new version of the work (with the requested adjustments incorporated) you must notify the Topic Director that you have already made the final submission **Step 4**

Director Decision	
Decision	Revisions Required 2022-09-04
Notify Director	 Director/Author Email Record 
Director Version	None
Author Version	None
Upload Author Version	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

Notify the Director that you have submitted the final version of the proposal (with the requested modifications).

**This step is very important, since it is the way in which the Topic Director will be aware that you completed the requested changes. (This is the only way to follow the final acceptance process of your presentation).**

#### **Step 5. Wait for a response**

Finally, you will have to wait for another email confirming the definitive acceptance of your work. Said email must be sent by the Topic Director.

**Note.** The final acceptance of the work is subject to the incorporation of the requested adjustments. The Topic Director oversees checking that said adjustments have been made.

#### **Step 6. Your work is accepted**

You will be able to verify the publication of your final work on the website:

**Note.** **If the person responsible for the presentation at the Congress does not present the work, the work will be excluded from the *Proceedings* on the platform.**

### **2.6 Publication of the final version of the work**

Once your work is accepted, the Topic Director will publish it in the list of accepted works on the platform.

## 2.7 Summary of the section

*The paper is evaluated as incomplete when any of the following circumstances occurs:*

- → The paper does not follow the *LACME Style*
- → The title, abstract, keywords are not included
- → The version sent is not blind.

In this case, authors must repeat the entire submission process.

*Scientific evaluation*

*This process will generate the following possibilities:*

The scientific reviewer may recommend, according to what is stipulated in the review forms, one of the following options: *reject work by format, reject work, accept with modifications, or accept work.*

*a) → Reject the work by format*

Your work will be rejected by format if it does not comply with each of the following aspects:

- → Completed information in the metadata (title, abstract, authors or keywords).
- → Attached blind version of the proposal.
- → Attached "Additional Form" in the case of Workshops.
- → Completed submission process steps outlined in this guide.
- → Followed *LACME Styles*.

You will receive an email notification from the Topic Director. You will be able to make the indicated adjustments and repeat the process of submitting the adjusted proposal.

*b) → Reject the work*

Your work does not meet the content quality aspects for the event. The process is over.

**Remember that this decision is final.**

*c) → Accept the work with modifications*

The recommendations will be sent in the email where the decision is notified. The author must make the requested adjustments and send the work again with the incorporated recommendations.

The author must send:

- → A complete final version (with names of authors and institutional references) in pdf format, and
- → a complete final version (with names of authors and institutional references) in editable format.

*d) → Accept the work*

In the event that the job is accepted the author must send:

- → a complete final version (with names of authors and institutional references) in pdf format, and
- → a complete final version (with names of authors and institutional references) in editable format.

The full pdf version will go directly into accepted submissions to be accessed online. The complete version in editable text format may be used by IACME to include it in a possible publication.

□

## Appendix: Elements on the evaluation of proposals

The evaluation is divided into two main areas: format and content quality.

Regarding the format, the indicators are:

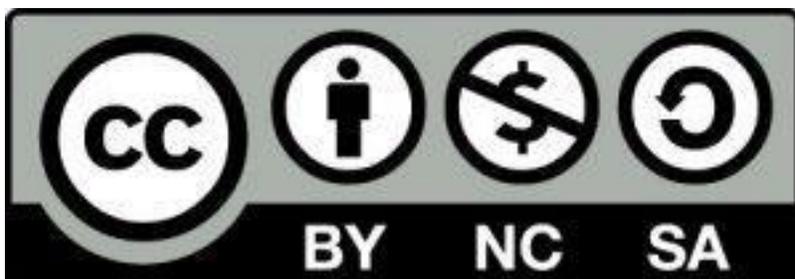
- A. *The format and font is appropriate according to IACME Style.*
- B. *The data on the authors have been suppressed.*
- C. *The page size is in accordance with IACME Style.*
- D. *There is an adequate abstract (number of words) and keywords.*
- E. *The format of the tables and figures is the one requested in IACME Style*
- F. *The level of the title and the subtitles are correct according to IACME Style.*
- G. *The citations and references within the text are well elaborated according to IACME Style*
- H. *Bullets and footnotes are used appropriately.*
- I. *The format of the bibliographical references is that indicated in IACME Style.*
- J. *The header, footer and logo of the event are included according to IACME Style.*
- K. *The number of words/the number of pages is that indicated by the organization of the event.*

Once the work is received, the evaluation begins with the revision of the format. ***For this, the evaluators are instructed to reject any work that does not strictly comply with the eleven points mentioned above***, and the review of the content will not be initiated. The format indicators apply to Communications, Workshops and Posters.

Once the evaluators verify that the format elements are met, the **evaluation of the content** is begun. The main elements that guide this review are:

1. *Definition and relevance of the problem and research questions (also consider the review of the state of the art, the objective of the work is clearly established, among others)*
2. *Theoretical framework*
3. *Method (includes whether there are sections that well-define types of research, participants, instruments, analysis carried out, ...)*
4. *Results (the data are properly interpreted taking into account the theoretical framework, the results provided contribute new knowledge to the community, among others)*
5. *Overall assessment (here it can be considered additionally the formal aspects, adequacy of the title, summary, content, among others)*

If the proposal is rejected or accepted with modifications, the author will receive an email indicating the quality aspects that were not fulfilled in the work and that generated the rejection of the proposal or the aspects that must be modified are indicated (in the case accepted with modifications) for the work to be accepted.



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