



CIAEM
CME

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

www.ciaem-iacme.org

International Commission on Mathematical Instruction



IACME Style

This style should be used to prepare a paper for IACME. You can download a template with this style on the event website.

Papers for all kinds of presentations must follow this format.

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Abstract

You must place the name “Abstract” for each abstract you include (in the language of the Abstract) with lowercase, bold and centered with 12-point font.

Length: An Abstract must have between 75 and 150 words, in the language of the presentation or, if you wish to add it in another language, you can also do so. The Abstract must be structured as follows, very briefly: introduction, which will include the objective or purpose of the research, methodology, and main findings or conclusions.

Indentation: All the text must have an indentation of 1cm on both sides for each all of theAbstract; the first line does not require additional indentation. If there are several paragraphs, the following paragraphs with additional indentation in the first line of 0.5 cm.

Bibliography and references, and direct citations

The *APA Publication Manual* must be followed in relation to the use of references, bibliography and direct citations. The base version that uses this Style is the seventh: You can directly consult the page www.apastyle.org. In an annex to this document we place some examples of APA rules. However, the rest of the IACME Style does not use APA for the presentation of manuscripts (for example, in line spacing, structure, etc.). The entries in the Bibliography and references list should be in Times New Roman 10-point font with a hanging indentation of 1 cm and a blank line in between each entry.

The veracity of the bibliographic citations will be the responsibility of the author or authors of the paper. In the final list, the references must be presented in alphabetical order and must comply with APA standards. The bibliographic citations made in the text of the article must have their correspondence in "Bibliography and references".

Diagrams, drawings, graphs, tables, photographs

They must be those necessary to complement or clarify the text. They will be numbered consecutively depending on the type (table, graph...).

For tables use the following example as a guide:

Table 4
Teaching degree in mathematics. Credits and teaching hours.

University	Mathematics		Pedagogy		Other		Total	
	Credits	Hours	Credits	Hours	Credits	Hours	Credits	Hours
UNED	59		27		12		98	
UCR	52	55	27	46	27	32	106	133
UMA	54	63	30	36	14	16	98	115

Source: private survey. 2009.

It is a very simple table format. The name of the table in italics. The number and name of the table is in 12-point font while the contents and the Notes are in 10-point. The Table is left justified, not centered. There is no period after the number or after the Table name.

In figures, drawings, images: justify to the left and put the title below:



Figure 27. CIAEM-IACME Logo.

Note that the name of the figure is in normal font (not italics) and on the same line as its number.

Footers

Aligned to the right: the text must be included: XVI CIAEM-IACME Lima, Peru, 2023. Use 10-point font in italics.

Aligned to the left: the type of presentation must be put (Communication, Workshop, Poster, Plenary Talk, Parallel Talk, Roundtable, Minicourse, Thematic Session, D'Ambrosio Session). And separated by a semicolon put the category of academic population to which the work is essentially addressed. Select one of the following academic population categories: Preschool, Elementary, Lower Secondary, Upper Secondary, Higher Education, General. Use 10-point font in italics.

Headers

Include the title of the paper or a summary of the title.

Left aligned, in 10-point italics. It should not be put on the first page.

Headings, levels

First level, title of the paper: First letter capitalized and the rest lowercase, in bold and centered in 16-point font.

Second level: First letter in uppercase and lowercase for the rest of the letters, in bold and centered text in 12-point font.

Third level: First letter in uppercase and lowercase for the rest of the letters, bold and text aligned to the left.

Fourth level: Indented. First letter in uppercase and lowercase for the rest of the letters, bold and text aligned to the left. The punctuation (one point) and then follows the paragraph.

Fifth level: Indented. The first letter in uppercase and the rest of the letters are lowercase, italics, bold, and text aligned to the left. Punctuation (a period) and then the paragraph follows.

Justification of the text

All text (except title, subtitles and page footers) should be left justified.

Keywords

Below the Abstract, leaving a blank line, 5 to 10 keywords or short phrases (lexemes or descriptors) should be included. Keywords should be based on the document. Guidelines for Keywords can be found in the special *Keywords* document that can be accessed on the Conference website.

Use the same indentations as with the Abstract, that is: 1 cm on both sides. Put the terms “*Keywords*” in italics, then a colon and the words. Keywords must be separated by semicolons.

Labels or content in special texts, font size

In diagrams, drawings, graphs, tables, photographs, headings, footnotes, footnotes, list of bibliography and references, and textual citations of more than 40 words (independent paragraphs) The font size should be 10-point Times New Roman. The latter must also be indented 1 cm on both sides.

Line spacing of all text

There should be single line spacing throughout the text.

Lists and bullets

Use as few as possible.

The bullets or listing numbers must be indented 0.5 cm, and the text indented 1 cm.

Name of the author(s), institutional affiliations, and email address

First the first name and then the surnames (one or two or compound). In the next line: institutional affiliation (do not use acronyms, put full names). In another line: country. In another: your email address. In the case of several authors, repeat the procedure.

Capitalize only the initial letter of the name(s) when applicable. Justification to the left. The main surname of authors in bold type.

Names, symbols, and nomenclature

The authors should use those that are standardized in education.

Notes

Notes should be numbered consecutively and with their text at the bottom of the page, restricting them to the minimum necessary, and in 10-point font. Notes that are simple bibliographical references should be avoided, as the bibliographic references must go in the text in accordance with the rules of *APA 7*.

Page margins: left and right, top and bottom

All at 2.54 cm (1inch).

Pagination

In header to the right in 12-point Times New Roman font.

Paper size

Letter size of 21.59 x 27.94 cm (8.5 x 11 inches).

Paragraphs

Indentation: Each paragraph must begin with a 1cm indentation (except when it is a formula, or a mathematical symbolic sequence, or the name or source of a Table or Figure).

Paragraph spacing: It is not necessary to establish “points” of separation neither before nor after the paragraph, but it is necessary to leave a blank line (after each paragraph). It is desired that the paragraph separation be done in this simple way.

Sentences

Leave a single space after the period at the end of each sentence

Text font

The basic font should be Times New Roman 12-point.

Title of the paper

The title should be as illustrative, yet a concise, as possible. It should generally contain no more than 8 significant words.