

## **BSRLM Guidance: for submission to BSRLM Conference Proceedings**

**Note that, from the November 2015 conference onwards, research abstracts from the BSRLM Conference Proceedings will be published in RME (subject to RME Editors' approval) and from June 2013, the CP and RME adopted APA referencing.**

This guidance is a fuller version of the BSRLM template. This page illustrates all the styles you should use, and you should not use any others (except within tables/figures). **Please write your paper directly here or in the template.** If you write elsewhere then cut and paste, you will introduce new styles and your report may be returned to you for revision.

Please save your paper as "1<sup>st</sup> author's name BSRLM monthyear". It should be no more than 6 pages. Please number your pages.

Note that papers in pre-2013 Informal Proceedings or RME use the same headings but different conventions for referencing.

You can also use the Checklist for CP Authors (p.5) to help your final edit.

All contributors should be aware that they are addressing an international audience.

**Article Title: Use style BSRLM Article Title (Times New Roman; 12 point; bold, left justified, 18 point before and 18 point after). The title should be in sentence case, i.e. capitalise only the first letter and proper nouns.**

Name: Use style BSRLM Affiliation for your name (Times New Roman, 11 point; left justified, 6 point after) and ...

*BSRLM Affiliation italics for your institution*

Abstract: Use style BSRLM Abstract (Times New Roman; 12 point; single spacing, justified, 12 point before and 12 point after. Indent 1cm on left and right.) Your abstract should be no longer than 150 words. Do not include citations in the abstract. You can find guidance to support writing your abstract here: <http://authorservices.taylorandfrancis.com/abstracts-and-titles/>

**Keywords: Use BSRLM keywords (Times New Roman; 12 point; bold, left justified. Indent 1cm.) The 12pt blank line after keywords is optional.**

**First level heading: Use BSRLM Heading1 ((A-head): Heading 1 + Times New Roman; 12 point; single spacing, space before 12, space after 12. Sentence case.)**

BSRLM Body Text is the appropriate style for the main sections of text. The first paragraph of each section should not be indented. You may need to do this manually.– simply delete the leading tab. The style will then appear in the 'Styles and Formatting' list as BSRLM Body Text + First line: 0cm.

All subsequent paragraphs are in standard BSRLM Body Text (Normal, justified, first line of paragraphs indented by 1.27cm. No space before or after)

If a quotation is more than 40 words then it need to be inset. Use BSRLM Quotation (Times New Roman 10, indent left and right 1.5 cm, space before and after 6 point). The parenthetic citation should be in the same style (see below but note no comma between author and date). Do not use inverted commas or speech marks.

If the paragraph continues from the quotation then start at the margin; if not then indent for a new paragraph as usual.

***Second level heading: Use BSRLM heading2 ((B-head): Heading 2 + Times New Roman; 12 point; bold, italic, space after 12 point)***

*Third level heading: Use BSRLM Heading3 (C-head). Heading 3 + font not bold, italic*

Tables and Figures should be numbered consecutively by Arabic numerals. When referring to them in the text, do not italicise the word 'Figure'.

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Captions can be above or below the figure/table. They should include keys to any symbols used and be in the style BSRLM Figure Caption (Normal + Times New Roman 10).

An (optional) 10pt empty line before and after the table or figure often looks best if it is surrounded by paragraphs in Body Text.

## **References**

Use BSRLM References for the reference list (Times-Roman, 12pt, single spaced with no space before or after, and a hanging indent of 1.27cm). Note that you should use Taylor and Francis's APA (American Psychological Association) author-date style. Endnote, Zotero and Reference Manager all have a style called APA 6th edition or similar.

See examples on next page.

## **Further Notes**

The notes below provide further details – please take particular note of the guidance on references.

### ***General***

The margins of this page are set at 2.54cm top and bottom, 3.17cm left and right, with 1.25 cm header and footer

All styles are left justified.

Footnotes and endnotes to the text should be avoided or kept to a bare minimum.

Sponsorship of research reported (e.g. by research councils, government departments and agencies, etc.) should be declared at the end of the text and before the list of references.

### ***Acronyms and spelling***

All contributors should be aware that they are addressing an international audience. In particular, acronyms for the names of organisations, examinations, etc. should be preceded by the title in full, and succinctly explained if necessary. United Kingdom (UK) spelling is preferred e.g. colour, generalise.

### ***Mathematical Notation***

Special care should be taken with mathematical script, especially subscripts, superscripts and differentiation between the letter ‘ell’ and the figure one, and the letter ‘oh’ and the figure zero. Mathematical terms, formulae and equations should preferably be typewritten, with subscripts and superscripts suitably formatted. In both displayed equations and in text, scalar variables must be in *italics*, with non-variable matter in upright type. For simple fractions in the text, the solidus ‘/’ may be used instead of a horizontal line. Mathematical terms, formulae and equations may alternatively be inserted as Equation Editor or MathType objects.

### ***Quotations and inverted commas***

Give short quotations in double inverted commas “...”, immediately followed by the citation, with page number. Quotations that run to more than forty words should be indented and displayed without inverted commas. Note that single inverted ‘...’ commas are to be used to *refer* to a word or phrase (e.g. the term ‘ability’ is a difficult one to define).

### **Citations and References**

Citations and references should conform to APA style, as illustrated below. Please make sure that you provide all the required information for each type of publication with italicising and punctuation as in the examples. For more detail, see the APA manual, 6<sup>th</sup> edition, at <http://www.apastyle.org/>.

#### ***Citations***

Single author e.g. (Skemp, 1976).

Give page numbers for quotations e.g. Skemp (1976, p.21), Laborde (2001, pp.94-95).

Where the author’s name appears in the text, it need not be repeated in the parenthetical citation e.g. Singh’s entertaining book (1997) became an international best-seller. According to Skemp, ‘understanding’ has “two meanings whose difference is non-trivial” (1976, p.20).

For works by two authors, both names are included e.g. (Cowlshaw & Dunbar, 2000).

For works by three, four or five authors use all names at the first mention and then use et al. e.g. (Mejía-Ramos, Fuller, Weber, Rhoads, & Samkoff, 2012) followed by (Mejía-Ramos et al., 2012).

When a work has six or more authors, use 'et al.' for all citations. Note that et al. is not italicized in text citations and has a full stop.

### **References**

References are listed alphabetically. The BSRLM References style is single spaced with no space before or after, and a hanging indent of 1.27cm.

#### *Journal article*

Fischbein, E., Tirosh, D., & Hess, P. (1979). The Intuition of infinity. *Educational Studies in Mathematics*, 10, 3-40.

Sawyer, R.K. (2004). Creating teaching: Collaborative discussion as disciplined improvisation. *Educational Researcher*, 23(2), 12-20.

Rousselle, L., & Noël, M.P. (2007). Basic numerical skills in children with mathematics learning disabilities: A comparison of symbolic vs. non-symbolic number magnitude processing. *Cognition*, 102, 361-395.

Notes:

- titles have capital letters only at the beginning and after colons etc.;
- titles of journals are italicised and capitalised but not abbreviated;
- issue number is not needed unless the journal begins each issue at page 1.

#### *Book*

Sperber, D., & Wilson, D. (1986). *Relevance: Communication and cognition*. Oxford: Basil Blackwell.

#### *Edited book*

Nesher, P., & Kilpatrick, J. (Eds.). (1990). *Mathematics and cognition: A research synthesis by the International Group for the Psychology of Mathematics Education*. Cambridge: Cambridge University Press.

#### *Chapter in an edited book*

Fuson, K. C. (1991). Children's early counting: Saying the number-word sequence, counting objects, and understanding cardinality. In K. Durkin & B. Shire (Eds.), *Language in mathematical education* (pp. 27-39). Milton Keynes: Open University Press.

#### *Thesis*

Hemmi, K. (2006). *Approaching proof in a community of mathematical practice* (Unpublished doctoral dissertation). Stockholm University, Stockholm.

#### *Paper in edited conference proceedings*

Watson, A., & Mason, J. (2002). Extending example spaces as a learning/teaching strategy in mathematics. In A. Cockburn & E. Nardi (Eds.), *Proceedings of the 26th Conference of the International Group for the Psychology of Mathematics Education*, (Vol. 4, pp.377-385). Norwich, UK: University of East Anglia.

*Paper in BSRLM day-conference proceedings, before 2000*

Rowland, T., & Bills, L. (1996). Examples, generalisation and proof. Proceedings of the Conference of the British Society for Research in Learning Mathematics held at the Institute of Education, University of London (pp.1-7).

*Paper in BSRLM day-conference proceedings, after 2000*

Rowland, T. 2002. Diagnostic tools and pedagogical content knowledge: A response. *Proceedings of the British Society for Research into Learning Mathematics*, 22(1), 59-64.

*Report*

Department for Education and Skills. (2001). *Guidance to support pupils with dyslexia and dyscalculia* (DfES 0512/2001). London: DfES.

*Web reference*

Qualifications and Curriculum Development Agency. (2009). AS/A-level criteria in mathematics subjects: Consultation. Retrieved from <http://www.qcda.gov.uk/21230.aspx>.

***Order in references***

Entries are arranged alphabetically by author and, for multiple papers by the same author, chronologically by year of publication. In the references, all authors should be listed.

**Checking your own work for BSRLM styles**

**Main text styles**

Scroll down the whole document looking at the ribbon or 'styles in use' box, and check that all styles are BSRLM styles

- Check your keywords are not capitalised unless strictly necessary
- Check that the first paragraph of each section is NOT indented.
- Quotations: search for plain text ' and replace it with “, ‘ and ’ as appropriate. Search for “ and check the length of your in-line quotes: 40 word quotes need to be in Quotation style.

**Finally**

Is the paper still under 6 pages? Have you saved it as last name BSRLM monthyear eg smith BSRLM 1112?