

TYPE TITLE OF CONTRIBUTION HERE (STYLE IS HEADING 1)

Type the name(s) of the author(s) here and underline the presenting author

Type the author institution(s) here

*Type your abstract here, after leaving ONE empty line below the author institutions. The purpose of this paragraph is to present a short abstract which uses italic font and may have a length of up to 10 lines. The word abstract is not needed at the beginning of the abstract. You may also include an abstract in a second language but this is not compulsory. For OC and PP proposals no abstract is necessary. The abstract style is called **PME Abstract**.*

THE MAIN SECTION HEADING STYLE IS PME HEADING 2

This is a template for preparing paper proposals for PME 44 that has been used successfully for recent PME conferences. It makes use of “styles” that have been set up for this particular document. This paragraph, for example, uses the style **PME Normal** to ensure that the text is in 14pt Times New Roman with the right line spacing, and so on. This style automatically provides a 6pt space after paragraphs, which means that you do not need double returns between paragraphs. Other styles, such as the **PME Abstract**, **PME Heading 1**, and **PME Heading 2** styles used above, automatically produce the appropriately formatted text. The use of styles helps to ensure a consistent appearance for all papers in the conference proceedings. Please use only styles which names start with “**PME ...**”. If you want to use “curly” quotation marks and apostrophes, rather than "straight" quotation marks, you can turn this on from Tools → AutoCorrect → AutoFormatAsYouType.

This is Style PME Heading 3, if you need it.

Three heading styles should suffice to structure your paper: **PME Heading 1** for the title, **PME Heading 2** for main sections, and **PME Heading 3** for subsections. Please do not number sections or sub-sections (as opposed to lists).

Using this document

The easiest way to use this document is to keep a copy of this original template (since it contains all the instructions) and then save a copy of this file using the intended filename for your proposal. Files should be saved in **DOCX-format** and filenames should indicate the kind of proposal and name of the presenting author. So, for example, a Research Report by **Saengpun and Changsri**, where Saengpun is the presenting author, should have the filename **RR_saengpun.docx** (_ is an underscore not a space). Use OC, PP, RF, WG, CO, SE for Oral Communication, Poster Presentation, Research Forum, Working Group, Colloquium, and Seminar

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respectively. The page limits for these are as follows: 8 pages for Research Reports; 1 page each for Oral Communications, Poster Presentations, and Colloquia summaries; 2 pages for Working Groups and Seminars; and a total of 30 pages for Research Forums. You must follow these page limits, otherwise the proposal will not be considered for the conference. When considering page limits, make sure you have not changed font sizes, margins, or paper size!

Once you have your copy of this template, the simplest way to work with the styles is to start typing over what is already here. If you need a heading or paragraph of a certain style in another part of the paper, simply copy and paste one that you already have. You just need to make sure you include the whole paragraph *including* the paragraph mark at the end (to make paragraph marks and spaces visible, get *Word* to “Show Formatting”). You can also see which style applies to a particular paragraph by inserting the cursor in the paragraph and looking at the “style” box visible in the Formatting Toolbar (usually next to the boxes showing the Font and Font Size). You can change the style of a paragraph by highlighting the paragraph and selecting the desired style from the selection shown in that style box; this may be useful if you need to paste in some material from another document. If you cannot see the Formatting Toolbar you can make it visible using the “View” menu. You can also use the format copying tool (the format “paintbrush”) to transfer a style from one place to another.

You should replace the header text at the top of a page “*Last names of authors in the order as on the paper*” with the last names of the authors as specified (e.g., *Saengpun & Changsri*). You need to change the header on one even and one odd page, since these headers are different, but these changes will then automatically update the other pages.

Tables, Figures, Quotes, Transcripts and Bullet Lists

Tables are often tricky to design and prepare. The APA style guide gives some useful information about presenting tables. Tables *and* figures can be labelled as below (this approach differs from APA conventions). Ensure that tables and figures do not spread outside the margins of the page. Try to avoid the use of too much grey scale, as this does not always print well; a good way to test is to make a photocopy of your document after printing it out. If the photocopy looks good, then it should print well.

Conference Year	Number of good tables	Number of bad tables
2002	22	18
2003	45	36
Total	67	54

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Table 1: Titles of tables, figures, diagrams, are in the style **PME FigTitle**. (Horizontal lines are only placed above and below the column headings and at the end of the table. In general there should not be any vertical lines.)

Quotes shorter than two lines are normally included within the text, inside quotation marks. For longer quotations, use the following style.

Indented quotations (more than two lines) are in the style **PME Quote**. This font size may be appropriate within some figures; smaller font sizes will be too small for printing. You must not use this size font for the whole paper!

If you wish to include some transcripts, you may use either of the styles **PME Numbered Transcript** or **PME Transcript**, as in the examples below.

First, we show the **PME Numbered Transcript** style:

- 1 I: So what did you notice about the two figures?
- 2 S1: I saw that there were major differences.
- 3 S3: So did I, but in my figures one was a great deal larger ... almost twice
- 4 the area ... 4 in fact.

The second approach is to use the **PME Transcript** style:

Interviewer: So what did you notice about the relationship?

Nontandi: One figure is always twice the area of the other.

If possible, please avoid bullet lists because they have to be formatted in different ways depending on the text following the bullet points. If a bullet list is essential for your paper, please use the **PME Bullet** style as shown:

- This uses **PME Bullet** to achieve the bullet list, so that the text hangs and lines up properly.
- You may need to add 6pt of white space to the end of the list, by going to Format → Paragraph and adjusting “Space After” to 6pt.
- The reason for this is that otherwise the last dot point will be too close to the start of the next paragraph (as you can see in this case, where the 6pt *hasn't* been added).

Normally there should be 6pt of white space between this paragraph and the bullet points above, but, as just described, you will have to change this manually.

Finally, please do not use footnotes in your paper. If notes are required please use endnotes, within the page limits of the document.

Page set-up and formatting

The page set-up in this template has the correct requirements. Please use formatting for A4 paper, size 21 cm x 29.7 cm. This is important for the preparation of proceedings. Margins should be set at 2.5 cm top and 2.5 cm bottom; 2 cm left and

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2 cm right. If you need to work with the Letter format while preparing drafts, the margins are 0.6” top and 0.7” bottom with 0.9” left and right for US 8.5” x 11” paper. This means the text area is 17 cm by 24.7 cm (or 6.7” by 9.7”). When your paper is finished, please remember to convert back to A4 with the A4 margins above before submitting it. Please ensure your paper is within the correct page limit.

All text should be Times New Roman. Sizes are 14 point for **PME Normal**, and **PME FigTitle**; 13 point for **PME Quote**, **PME Reference**, **PME Transcript** and **PME Numbered Transcript**. **PME Heading 1** is 16 point, **PME Heading 2** and **PME Heading 3** are both 14 point. Please use a single character space only between sentences.

Presenting references

The references should be presented as shown at the end of this document with the heading set using the **PME Heading 3** style. References use the **PME Reference** style which results in 13 point type and a hanging indent. Authors should follow the APA Publication Manual Sixth Edition reference styles for references; abbreviating PME conference titles, as indicated below, is permitted to save space. Information about APA style can be found at <http://www.apastyle.org/apa-style-help.aspx>. Remember that all publications cited must appear in the reference list, and all publications in the reference list must be cited. The references are included in the page count.

Additional information

If you have problems with this template, please contact the Conference Secretariat: pme44@kku.ac.th

References

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