

Guidelines for PME-NA Papers

Following are guidelines for manuscripts to be published in the PME-NA conference proceedings for 2004. Please read them carefully and follow them exactly. The editors reserve the right to omit from the proceedings and the conference program any paper that deviates significantly from these guidelines. Because of the short turn-around time to send the proceedings to the publisher, we cannot be responsible for extensive editing and reformatting. Therefore, it is your responsibility to adhere to these guidelines. If you have questions about formatting, email dmcdougall@oise.utoronto.ca.

Page limits include references, figures, and tables. No exceptions will be made.

Type of Paper	Page Limit
Invited Plenary	20
Discussion Group or Working Group	10
Research Report	7
Short Oral	2
Poster	1

Formatting of Manuscripts

Authors should follow the publication manual of the American Psychological Association (5th Edition) for formatting manuscripts with headings positioned as authors intend and the preferred location of tables and other graphics clearly indicated. Note that the 5th edition of the APA manual is available now and has more refined examples for citing information from electronic sources. See <http://www.apastyle.org/>.

We will take the text you send and use a page layout program to format the final document. That task is much easier if you do not use tabs or spaces in an attempt to align text. We have to remove all extraneous tabs and spaces, and that is a very time-consuming task. Please use the formatting tools of the word processing program to set margins and indentations, avoiding any extraneous spaces or tabs. We also prefer that you avoid inserting any manual page breaks or line breaks; we will do that where needed in the final editing.

Please note the following:

- The proceedings will be published in a 6 X 9 inch format. However, you should submit the file using an 8.5 X 11 page. That is why we use the Times 12 font.
- All margins should be one inch.
- All text should be in Times 12 font. This means the title, abstract, headings, body text, endnotes, figure captions, and references should all be in 12 Times font.
- Paragraphs should be indented 1/4 inch. Please use the word processing program settings to set margins and paragraph indentations; do not use spaces or tabs to

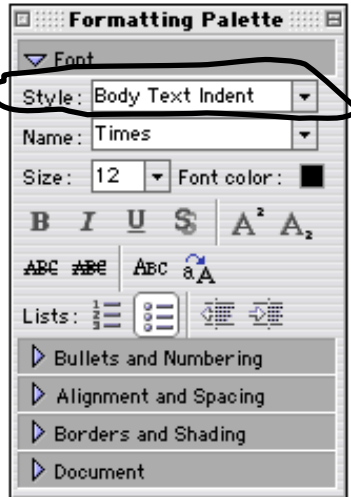
align text or make indentations. Each extra space and tab will have to be located and removed during the production process, a very time-consuming task.

- The titles of books and journals should be *italicized*, not underlined. In days prior to electronic publishing, underlining was used to indicate words that the typesetter was to put in italics, but that extra step is no longer necessary. There should be no underlined text.
- All text should be single spaced with no extra lines between paragraphs.
- Please pay particular attention to your reference citations in the text and reference list. It is extremely time consuming to copyedit papers and references when authors do not adhere to APA style. Your diligence in formatting citations, checking the accuracy of citations, and ensuring the completeness of the reference list is greatly appreciated.
- Do not use footnotes. Rather, place all notes at the end of the text but before the references as endnotes.
- Also do not use headers, footers, or page numbers. These will be added later to be consistent throughout the document.
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- We use *Microsoft Word* on Macintosh computers to prepare manuscripts. If authors have a choice of word processing programs, we ask that *Microsoft Word* be used. If that is not an option, please use a standard word processing program and save files in Rich Text Format.

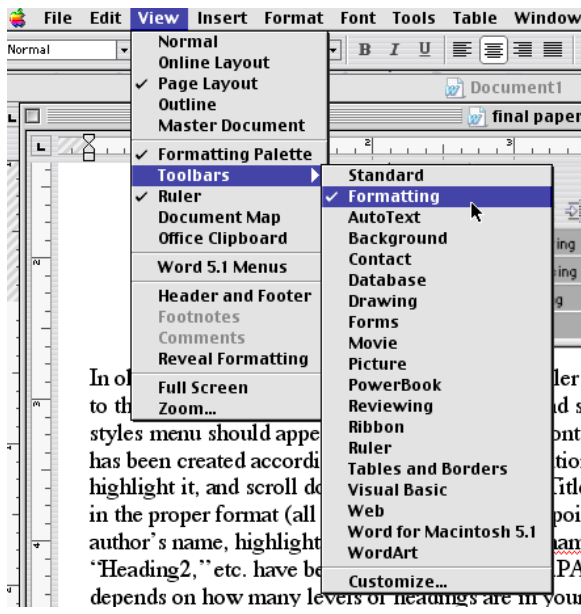
Guidelines for tables, figures, and graphics:

- Tables, figures, graphics, and any other non-text elements must be embedded within the text of individual documents. Since you will be uploading the file to the system, you can use any graphics you wish.

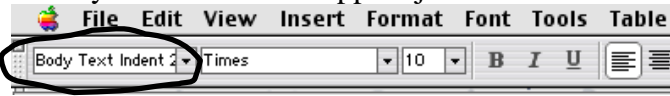
If you are not familiar with using styles, here's a crash course: In Word 2000 there is a drop down menu in the Formatting Palette that says "style" beside it. This is where the styles appear in the template.



In older versions of Word, the style menu it will appear above the ruler bar. You will have to go to the View menu and scroll down to Toolbars and select the Formatting toolbar.



The styles menu should appear just to the left of the font menu on the toolbar.



I have placed a sample form at the end of this document. The style sheet has been created according to PME-NA specifications. Therefore, you can type your title, place your cursor in the title somewhere, and scroll down to the style called "Title," and Word will automatically put it in the proper format (all caps, centered, bold, Times 12 font).

The items labeled "APA Level 1 Heading," "APA Level 2 Heading," etc. have been set up according to APA style. Which heading you use depends on how many levels of

headings are in your paper. (Note that Word comes with default heading styles that cannot be deleted. I have put “do not use” beside them.)

If you have	Use
1 level of heading (other than the title)	Level 1 (centered in title case)
2 levels of headings (other than the title)	Level 1 (centered in title case) and 3 (flush left, italicized, title case)
3 levels of headings (other than the title)	Level 1 (centered in title case), 3 (flush left, italicized, title case), and 4 (indented, italicized, lowercase ending with a period)
4 levels of headings (other than the title)	Level 1 (centered in title case), 2 (centered, italicized, title case), 3 (flush left, italicized, title case), 4 (indented, italicized, lowercase ending with a period)

What to Submit

All final papers should be submitted electronically. Please upload the file to <http://www.pmena.org/2004> and select electronic submissions.

All electronic submissions must be received by June 15, 2004.

Summary of specific styles

Margins	1 inch all around
Font	Times, 12
Spacing	single
Paragraph indenting	1/4 inch
Title	bold, all caps, centered; skip a line following the title
Author(s), institutional affiliation, email address	centered, regular font (no bold, no italics, capitalize only the first letter of important words)
abstract	12 font, no more than 10 lines
References	hanging indent—first line is flush left, and subsequent lines are indented 1/4 inch
NO	headers, footers, page numbers, or footnotes; endnotes are acceptable but should be used sparingly

THIS IS THE TITLE OF MY PAPER

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The abstract goes here and should not exceed ten lines. Do not indent this paragraph. Many people read abstracts to decide whether or not to go hear a presentation, so make sure that your abstract succinctly captures the essence of your paper.

Begin your paper here. You should use the ruler tool or the style sheet to indent the first line of each paragraph one-fourth of an inch. DO NOT use the space bar or tab key to indent. If you do not know how to use the ruler bar, just grab the top triangle at the left-most edge of the ruler and move it to the 1/4 inch mark. To use the style sheet, pull the drop-down style menu to “body text” and begin typing.

To begin your second paragraph, do not leave a blank line. Be sure to indent again. Indenting should happen automatically if you are using the style sheet or the ruler bar correctly.

Heading One

Here is some more text that follows a heading. Notice that no lines were skipped. Do not use bold face type or other embellishments on headings. Use only APA style headings.

References

- Dewey, J. (1933). *How we think: A restatement of the relation of reflective thinking to the educative process*. Boston: Heath.
- Zeichner, K. M. (1985). The ecology of field experience: Toward an understanding of the role of field experiences in teacher development. *Journal of Research and Development in Education*, 18(3), 44-52.