

International Conference in Mathematics and Mathematics Education 2019

Guidelines for Preparing Abstracts and Extended Abstracts

GENERAL GUIDELINES

1. Authors can submit their work for an oral or poster presentation. Oral presentations will be held in parallel sessions corresponding to the themes of the conference.
2. Authors should upload blind abstracts limited to one page and extended abstracts limited to 3 pages (leaving out the names of authors and their affiliations, for the purpose of reviewing) for initial submission to the **PCMS content management system**, and details of ALL AUTHORS must be added to the authors section of the PCMS submission page.
3. Abstracts and extended abstracts submitted with author details will not be considered for reviewing and authors will be requested to resubmit according to above given instructions.
4. Authors should ensure to leave sufficient space in the abstract to add names of authors and their affiliations, within the one-page limit.
5. Authors should add names of authors and their affiliations to the abstract only after the abstract has been revised and is ready for final submission.
6. Research work presented or published elsewhere will not be considered.
7. If plagiarism is detected, abstracts will be rejected without further considerations.
8. Before submitting the work, the editorial board advises all authors to verify their abstracts and extended abstracts using a free online plagiarism checker. (One recommended link can be found at <http://www.plagscan.com/seesources/analyse.php>)
9. Authors should submit abstracts under one of the three themes of the conference. The editorial board reserves the right to change the theme of the abstract selected by the authors to a more relevant theme, if necessary.
10. Authors should send the author declaration form signed by all the authors, to be received by the PGIS on or before 15th January, 2019.

Please follow the specified guidelines given below for preparing abstracts and extended abstracts.

GUIDELINES FOR ABSTRACTS

Please note that only the one-paged abstract is published in the Proceedings of the International Conference in Mathematics and Mathematics Education 2019.

When preparing abstracts the following page-setup should be used:

- Paper size A4
- Margins Left margin 3.0 cm & all other (top, bottom and right) margins 2.5 cm
- Font Times New Roman
- Font size 12 (except for affiliations of authors)
- Line spacing Single
- Number of pages One (Including the title and author details)
- Number of words Maximum 300

All abstracts must be prepared in English, using MS Word 2007 or later.

The abstract should contain the following (Please use the template provided for the abstract):

Title: Should be short, specific and reflect the study carried out. It should be in bold, uppercase letters and center aligned. There should be two line spaces between the abstract number and the title. There should be a single line space between the title and name(s) of authors.

Name(s) of author(s): All the initials of the authors must be given before the surname. Authors names should be in bold, lowercase letters and center aligned. Each initial should be followed by a full-stop without space. Between the last initial and the surname, there should be a single space. Presenter's name should be underlined and the corresponding author's name (primary contact) should be indicated by an asterisk at the end of the name. There should be a single line space between the name(s) of authors and affiliation(s).

Affiliation(s) author(s): Should be in *italics*, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation/address and at the end of each author's name. There should be a single line space between affiliations and the text of the abstract.

Abstract: Should have an **introduction** to the study with the **objectives, methodology, results**, followed by a short **discussion** and a **conclusion(s)**. It should be written as a single paragraph and justified. It should not have any sub-headings, figures or tables. References should not be included in the abstract nor listed at the end.

Acknowledgement: Only funding organization(s) should be acknowledged with the grant number(s) indicated in parenthesis. Acknowledgement should be written as a single sentence in *italics*. There should be a single line space between the text of the abstract and the acknowledgement.

Keywords: Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the acknowledgement and keywords.

Spelling: American spelling must be used throughout the text.

Abbreviations & Acronyms - Should be stated in full, the first time they are used in the text, other than for standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable.

Units - International system of units (SI) should be used. There should be a single space between the figure/digits and the unit (*Example 25 cm*).

GUIDELINES FOR EXTENDED ABSTRACTS

Please note that the extended abstracts will not be published in the Proceedings. The extended abstract is used only for the reviewing process.

When preparing the extended abstract, the following page-set up should be used.

- Paper size A4
- Margins 2.5 cm margins, top/bottom/left/right
- Font Times New Roman
- Font size 12
- Line spacing Single
- Number of pages 2-3
- Page numbering Bottom right

Title, names of author(s) and affiliation(s) of author(s) should be given as they appear in the abstract.

The text should be organized under the following subheadings:

1. Title – (followed by names of authors and their affiliations)

2. Introduction – (with objectives)
3. Materials and Methods
4. Results
5. Discussion
6. Conclusion/s – (with outcomes)
7. References

Figures and tables, if any, should be very clear and should be included within the given page limit

SUPPLEMENTARY GUIDELINES FOR PREPARATIONS OF ABSTRACTS AND EXTENDED ABSTRACTS

Units: Use the system of international (SI) units (E.g. kg, m, K). Keep a single space between two types of units (E.g. $\text{J mol}^{-1}\text{kg}^{-1}$). Use a negative exponent (E.g. kg m^{-3}) and **do not** indicate units as divisions (E.g. kg/m^3).

Note:

1. Although the SI unit of concentration is mol m^{-3} , mol dm^{-3} (or M) unit is also acceptable. Use the unit selected consistently.
2. Although the SI unit of volume is m^3 , small volumes of solutions can be expressed in ml.

Mathematical operations and mathematical equations: Keep a single space before and after arithmetic operation symbols. Also keep a single space before and after '=' sign. All mathematical operations/equations should be written using the equation editor in MS Word.

Scientific notation: Express very small and very large numbers in scientific notation when necessary.

E.g, 0.000507 to be written as 5.07×10^{-4}

340000 to be written as 3.4×10^5

Quantitative expression of scientific results: Keep a single space between the magnitude and the unit of a particular quantity. In expressing percentages, do not keep any space between the number and the % sign.

E.g, $5.00 \times 10^5 \text{ Nm}^{-2}$, 56.7%

Expression of temperature: Use degree symbol for temperature in centigrade. E.g. 25 °C (Do not use 25⁰ C)

Significant figures: In reporting experimental measurements, do not keep digits that are not significant (*i.e.*, do not keep digits beyond the precision of the scale of the instrument).

E.g, 4.6567 to be reported as 4.66 if the scale used is precise up to the second decimal place.

Important: The abstract prepared according to guidelines should be placed on the template provided for submission. The abstract and the extended abstract should be submitted through the PCMS system.