RUME XVI
Proposal Submission

Conference Submission Requirements
All proposals must be submitted through the EasyChair conference proposal management system. Papers that are not submitted through the EasyChair submission system will not be considered for review.

Accessing the RUME XVI proposal submission system
1. Go to: https://www.easychair.org/conferences/?conf=rume16
2. Log into EasyChair. Note: You will need to create a login name and password, if you have not used EasyChair before.
3. Click “new submission,” which is located in the toolbar.
4. The submissions page will prompt you to enter the following:
   - Address for Correspondence
   - Authors
   - Title
   - 150-word Abstract
   - Category for the proposal
   - Keywords
5. After the proposal information is entered you will need to upload a PDF-version of your paper. The first paper you upload MUST be the blind version of your paper. A BLIND-proposal template is available. Your screen will show:

   ![Upload Paper]

   The submission should be in the PDF format (file extension .pdf). If you submit only an abstract, then tick the Abstract Only box, else upload the submission.

6. Please note that our review process is blind. Authors of accepted proposals will be asked to upload a non-blind, proceedings-ready version of their paper if the proposal is accepted.

Paper Preparation Guidelines
** Papers that do not follow the Paper Preparation Guidelines will be returned to the author. **

All papers should formatted as follows:
- Times New Roman
- 12-point font
- 1-inch margins
- Single-spaced
- No header or footer
- No page numbers

Abstract Preparation
The abstract is limited to 150 words. Please include in the abstract an informative description of the context, theoretical framework, research questions, goals, and findings.

Keywords
You will be asked to provide 3-5 keywords that describe your paper. The first letter of each word should be capitalized. When appropriate, your keyword list should include descriptors of the mathematical focus, theoretical perspective, and/or methodology. For example, keywords to describe a design experiment in abstract algebra might include: Abstract Algebra, Design Experiment, Realistic Mathematics Education. Other examples of keywords are: Calculus, Precalculus, Preservice Secondary Teachers, Differential Equations, Linear Algebra, Elementary Teacher Training, Number Theory, Transition to Proof, Teaching Assistants (TA), Discourse Analysis, Classroom Research, Cognitive Research, etc.

Blind Paper:
To help us maintain a blind review process, names and institutional affiliations should NOT appear in the body of your paper. Remember, it is your responsibility to "blind" the paper as much as possible. Upon acceptance of a submission, authors will receive instructions on how to upload a non-blind, proceedings-ready version of their paper to the proposal submission system, which includes the title, abstract, authors, affiliations, and key words.

Figures:
All figures should be located in the body of the paper and labeled appropriately for reference. The figures should not increase the total page limit by more than 2-pages.

References:
References must be provided in the standard APA format. An example is provided here:


Preliminary Reports:
The maximum length of the proposals text is 3 pages, single-spaced, Times New Roman 12-point font, with 1-inch margins. The page limit does not include the references or figures. Figures should not contribute more than 2 pages. Preliminary reports should report on ongoing research projects in early stages of analysis. Significant discussion time will allow for feedback and suggestions for future directions for the research. Proposals for preliminary reports are expected to include a list of 2-3 questions that will be posed to the audience during the discussion portion of presentation to help further the research. The audience questions must be included within the 3-page limit.

Contributed Reports:
The maximum length of the proposals is 5 pages, single-spaced, Times New Roman 12-point font, with 1-inch margins. The page limit does not include the references or figures. Figures should not contribute more than 2 pages. Contributed research reports should report results from completed research studies on undergraduate mathematics education that address one or more of the following themes:

- results of current research;
- contemporary theoretical perspectives and research paradigms;
- innovative methodologies and analytical approaches as they pertain to the study of undergraduate mathematics education.
Theoretical Reports:
The maximum length of the proposals text is 5 pages, single-spaced, Times New Roman 12-point font, with 1-inch margins. The page limit does not include the references or figures. Figures should not contribute more than 2 pages. Proposals in this category must explicate the theoretical perspective in detail and explain why existing theories do not adequately account for the phenomenon in question.

Preliminary, Contributed & Theoretical Proposal Content:
All proposals must address as many of the following considerations as possible:
• An explicit statement of the question(s) or issue(s) the research explores.
• Relation of this work to the research literature
• Theoretical perspective and/or conceptual framework
• Research methodology
• Results of the research
• Applications to/implications for teaching practice or further research
• A short list of references should be given at the end of the proposal.

Compliance to Guidelines
All proposals will be checked for compliance to the RUME XVI Paper Preparation Guidelines. Papers that do not conform to the guidelines will be returned to the author. Adherence to type size, font type and margins is necessary so that no author will have an unfair advantage by using small type or smaller margins and therefore, more text.

RUME XVI Conference Proceedings
All non-blinded, accepted preliminary, contributed, and theoretical research reports will appear in the RUME XVI Conference Proceedings, as the RUME XVI Conference Reports.

Proposal Review Process
Proposals must address an issue relevant to RUME, address considerations as outlined in the Proposal Submission guidelines (above), and be well-written. Proposal reviewers will be asked to rate proposals according to the following considerations:
• Does the proposal explore a significant issue/question relevant to RUME?
• How does it relate to prior research on related topics/issues?
• Is the theoretical perspective clearly outlined?
• Is there an appropriate choice of research methodology?
• Is it clear what the conclusions/main claims are?
• Are those supported by data?
• Does the research contribute to teaching practice/theory development?

All proposals will be reviewed by at least 3 reviewers. Acceptance and declination decisions for each proposal will be made by the RUME XVI Conference Planning Committee and will be based on the reviewers’ recommendations. The final program will consist of a blend of contributed talks and preliminary report presentations.
RUME Conference Proceedings

Authors who present at the conference will have the option of submitting a 15-page paper for peer-review consideration for publication in the RUME XVI Conference Proceedings, in the RUME XVI Conference Papers volumes.

All long papers must follow the proposal guidelines and will be reviewed according to the proposal review criteria.

Submission of a long paper is not required of participants but is strongly encouraged. All long papers are due Friday, March 22, 2012.