

Conference Submission Requirements

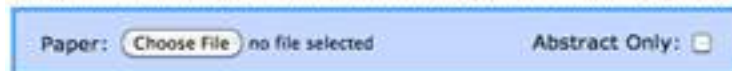
All proposals must be submitted through the EasyChair conference proposal management system. Papers that are not submitted through the EasyChair submission system will not be considered for review. While the submission system will have a box for "abstract only" all proposals require an abstract and paper. Please make sure to upload your paper to EasyChair before clicking 'submit.'

Accessing the RUME 18 proposal submission system

- Go to: <https://www.easychair.org/conferences/?conf=rume18>
- Log into EasyChair.
 - Note: *If you have not used easychair before, you will need to create a login name and password.*
- Click “new submission,” which is located in the toolbar.
- The submissions page will prompt you to enter the following:
- Address for Correspondence
- Authors
- Title
- 150-word Abstract
- Category for the proposal
- Keywords
- 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 (No names or affiliations). **Your RUME Proposal is not a completed submission unless you have included a PDF 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 Abstra



Paper: no file selected Abstract Only: ☐

- 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

(For Blind Report Template click [here](#))

**** Papers that do not follow the Paper Preparation Guidelines will be returned to the author. ****
All papers should be formatted as follows:

- Times New Roman
- 12-point font
- 1-inch margins
- Single-spaced
- No header or footer
- No page numbers

Authors and affiliations (FOR WHEN YOU SUBMIT AN UNBLINDED VERSION) When there are multiple authors, when possible, list all names on one line and all affiliations on a line below that, such as:

Karen Allen Keene

Celethia McNeil

North Carolina State University North Carolina State University

When that is not possible due to the number of authors, repeat this arrangement as needed.

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. The abstract does *not* count toward the overall page limit.

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 (*although, often using AUTHOR instead of citing your paper actually unblinds it*). 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 and Tables: All figures and tables should be located in the body of the paper and labeled appropriately for reference. The figures and tables 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:

Dreyfus, T. (1991). Advanced mathematical thinking processes. In D. Tall (Ed.) *Advanced Mathematical Thinking* (pp. 25-41). Dordrecht: Kluwer.

References do not count towards the page limits listed below.

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 abstract, references, tables, or figures. Figures and tables 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 abstract, references, tables, or figures. Figures and tables 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, tables, or figures. Figures and tables 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.

Poster proposals

The maximum length of the proposals text is *1 pages*, single-spaced, Times New Roman 12-point font, with 1-inch margins. The page limit does not include the abstract, references, tables, or figures. Figures and tables should not contribute more than *1 page*. Posters can report on a range of types and states of work, from ongoing projects to overviews of research programs. An abstract is ***required*** for poster proposals for inclusion in the conference program.

Required 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 XVII Conference Proceedings, as the RUME XVII Conference Reports. After the conference all presenters will have the option to submit a long version of the paper for inclusion in the proceedings.

Proposal Review Process (for CR and PR proposals)

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?

Proposal review process for Theoretical Reports

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:

- The authors clearly present the theoretical perspective. In other words, one can easily answer the question, "What is this theory about?"
- This theoretical perspective is relevant to research conducted by the RUME community.

- The proposal situates the theoretical perspective within existing research and literature or establishes a need for the proposed theory.
- The main claims or conclusions are clear and are reasonably supported.
- The theoretical perspective is sufficiently distinguished from other theoretical perspectives. In other words, it is made clear why other theoretical perspectives do not adequately account for the phenomenon in question.
- The theoretical perspective is likely to have important practical applications or to open new areas of research.

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 (More information forthcoming for long paper submission!).