type title OF Contribution here (CASHE heading 1)

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

Type the author Affiliation(s), City, Country and email address beneath.

Example follows.

Pedro Rodrigues1, Isaura Moura2 and Rosa Faria3

 1School of Engineering, Polytechnic of Porto, Porto, Portugal, pedro.rodrigues@google.pt

2University of Minho and Center of Education, Braga, Portugal, Isaura.moura@google.com

3Faculty of Psychology and Education Sciences of the University of Porto, Porto, Portugal, rf@google.pt

First submission - this conference uses double-blind review meaning that, during the review process, the authors need to ensure that their first submitted manuscript version does not disclose names and affiliations.

In the first submitted manuscript, you only have to put the type of submission you want: Full Paper / Workshop (6 pages) or Short Paper / Work in progress / Poster (4 pages).

Example follows.

Full Paper

**Abstract.** *Type your abstract here, after leaving ONE empty line below the author(s) names. 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.. The abstract style is called CASHE Abstract*

Key words: A list of up to 7 key words should be added. This is style CASHE Key words.

the main SECTION HEADING STYLE is CASHE HeadING 2

This is a template for preparing paper proposals that the organizers of the CASHE conference proposed. It makes use of “styles” that have been set up for this particular document. This paragraph, for example, uses the style **CASHE Normal** to ensure that the text is in 12pt Cambria 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 CASHE Abstract, CASHE Heading 1, and CASHE 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 “CASHE ...”.

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

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

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 file-name for your proposal. Files should be saved in DOC-format and filenames should indicate the kind of proposal and name of the presenting author. So, for example, a Presentation by Dufus and Smith should have the filename Presentation\_Dufus.doc ( \_ is an underscore not a space). Use Full Paper, Workshop, Short Papers, Work in Progress and Poster respectively. The page limits for these are as follows: 6 pages for Full Papers and Workshops, 4 pages for Short Papers, Work in Progress and Posters. You have to abide to 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, 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.

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 labeled 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 |

Table 1: Titles of tables, figures, diagrams, are in the style CASHE Fig=Table Title.

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 CASHE Quote. If you wish, you can also use this style for other text that you want to display without using a table. What you must not do, however, is use this size font for the whole paper!

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

First, we show the CASHE Numbered Transcript style:

 I: So what did you notice about the two figures?

S1: I saw that there were major differences.

S3: So did I, but in my figures one was a great deal larger … almost twice the area …

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

Interviewer: So what did you notice about the relationship?

Elizabeth: 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 substantial for your paper, please use the **CASHE Bullet** style as shown:

This uses **CASHE Bullet** to achieve the bullet list, so that the text hangs and lines up properly.

CASHE Bullet uses a 2pt paragraph before

Normally there should be 2pt of white space between this paragraph and the bullet points above, but, if necessarily, you can change this manually.

Page set-up and formatting

Please use formatting for Letter paper, size 21.59 cm x 29.94 cm. This is important for the preparation of proceedings. Margins should be set at 1.75 cm top and 2.54 cm bottom; 2.54 cm left and 2.54 cm right.

All text should be Cambria. Sizes are 12 point for **Normal**, and **References**; 11 point for **Author/institution**, **Abstract**, **Key words**, **Quote**, **Transcript** and **Numbered Transcript. HEADING 1** is 16 point**, HEADING 2** and **Heading 3** are both 12 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 **CASHE Heading 3** style. References use the **CASHE 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. Some information can be found at <http://www.psychwww.com/resource/apacrib.htm>. 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 cashe\_isep@isep.ipp.pt

Deadline for submission: **January 21st (Friday)**

References

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