MTED Template: This is MTEDTitle Style

|  |  |
| --- | --- |
| Author 1 | Author 2 |
| Institution Name | Institution Name(No place or country) |
| Author3 |
| Institution Name |

The editors will enter dates here. Received: / Accepted:
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This is an abstract. It is not preceded by the word "Abstract". An abstract uses only one paragraph. Aim for 150–200 words. For a traditional research report, include the purpose of the project, the methods and participants used, at least the major finding, and an implication of the finding. For a discussion paper, include the topic and key arguments. Abstracts do not usually include any citations or quotations. They (with the title, authors, and the key words below) are used in database searches, so include any important search terms.

**Keywords** **.** mathematics teacher education research **.** keyword 2 **.** keyword 3 **.** keyword 4 **.** keyword 5

# This is a Level 1 Heading

The formatting style applied to this file can be accessed by clicking on the downward facing arrow in the right-hand bottom corner of the Styles menu above. The paragraph that follows any heading, table, list, or figure is not indented. The style used for the first paragraph in a section is MTEDTextSquare.

All of the subsequent paragraphs in a section use MTEDText. The first line in this style is indented. Choose the style to make this happen automatically: do not use "tab" or spaces to indent paragraphs.

## This is MTEDHeading2: Lists

This paragraph follows a heading, table, list, or figure—so it is not indented. Note the use of commas in the horizontal list in the first sentence of this paragraph. That is, there is a comma before the "or" or the "and".

A numbered list is made by using the MTEDText style and then choosing the "numbered" format button in MSWord. If the points each follow on from a leader phrase, each point:

1. starts with small letters because the sentence is being continued (although your grammar checker will indicate otherwise);
2. finishes with a semi-colon; and
3. if it is the last point, is preceded by the word "and" and completed with a full stop, as in this example. You may need to use a tab after the number, letter, or bullet point that initiates a listed point.

Notice how the paragraph that follows a list or dot points is MTEDTextSquare (not indented) unless the commentary requires a new paragraph be started.

The same rules used for numbered points apply to dot points. Normally, these are also part of the leader sentence. Read the leader with each individual point to make sure that the grammar is right. Like numbered points, if the leader sentence is complete on its own then each of the points needs to be a complete sentence with a capital letter and a full stop.

# Citations, Referencing, and Transcripts

MTED uses APA style and this is particularly important for citations and referencing. If you are not sure about the necessary details, check the current APA style guide, at [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html).

Citations are presented in alphabetical order, not year order (Clarke & Hollingsworth, 2002, 2005; Edwards, 1994). Note the different types of instances when et al. may be used and that italics are not used in et al., but there is one full stop (i.e., as well as e.g., also have full stops and are followed by commas—write the full words when used in the body of a paragraph).

## Quotations

This is the quotation style—MTEDQuote. Note that it has no quotation marks. This style is used for quotations of forty words or more. It has a page number at the end of the quote. The author(s) and date may be cited in the same bracket, or in the paragraph that introduces the quote. In a set-apart quote like this, the full stop comes before the page number. (p. 221)

Shorter quotes, with fewer than thirty words, are incorporated into sentences. The author, date, and page number follow the quotation in brackets, followed by the full stop. That is, the quote is part of the sentence.

If any quote does not start with a capital letter, it may be "run on" as part of the sentence or else started with an ellipsis. For example, both of the following are correct:

1. Another related issue is the "tension between participants' views of themselves as adult learners of mathematics and their practice with young children" (Brown & Borko, 1992, p. 215).
2. Brown and Borko (1992) noted a "… tension between participants' views of themselves as adult learners of mathematics and their practice with young children" (p. 215).

Note that there is always a space after p. (page) and pp. (pages), in citations as well as in references.

Text omitted in a quotation is shown by an ellipsis: three full stops not separated by spaces. The three dots are separated by a single blank space from the preceding and following text, which might be a full stop or other punctuation mark.

Single quote marks are used rarely in APA style: use double quotes except for quotes within quotes. MTED uses straight quotes, not smart quotes.

## Figures and Tables

Normally, two headings do not follow each other without some text between them.

### MTEDHeading3: Instructor interactions

This is the only other level of heading used in MTED papers: MTEDHeading3. That is, aside from the title of an article, only three levels of heading are used: (a) Heading 1 for the 3-4 main sections of your paper; (b) Heading 2 for sub-major sections; and (c) Heading 3 for minor headings. (Note how letters and semi colons were used for that in-sentence list.) The Heading 3 style, MTEDHeading3, inserts a small space above the paragraph. Note that major words in heading 3 are *not* capitalised.

If you are creating figures from scratch, please use Palatino 10 as the font. If you are scanning a figure, the result must be clear. It may be necessary to re-draw a figure, and if that is the case, write "(redrawn by author)" in the citation.

You need to explain what a figure is in its preceding paragraph, with reference to the Figure number (see Figure 1). If a figure is copied, the citation needs to include a page number. If a figure is varied in any way, this needs to be explained in the paragraph, and the word "adapted is added to the Figure Caption. The figure itself should be no wider than the MTEDText paragraphs, and its style is MTEDFigure. The style to use for the figure's caption is MTEDFigureCaption. Here is an example of a figure and its caption (see Figure 1).



*Figure 1.* Three-year-old child, using informal measurement.

Note where italics are used in the figure caption, and that it finishes with a full stop.

If children's faces are used in your figures, please submit to the MTED Editor for each child the child's name, the name of the photographer, and a parent's signature and date under a sentence that gives permission for publication of the photo(s) in an on-line journal.

Similarly, images copied from other publications must be accompanied by a statement of permission to publish from the original authors in a Letter to the Editor. When attempts to contact an author are not answered, a declaration to that effect is required. In those cases, publication of images will be allowed if full publication details are included in the References and the images are cited correctly, including authorship, date, and page number added to the figure details.

### Tables

The text used in tables is all MTEDTableText style. Avoid italics and/or bold if possible.

No vertical lines are used: just columns with hidden lines. Three horizontal lines are used: a 3/4pt line at the top and bottom of the heading cells as well as a ¾pt bottom line (see Table 1).

The paragraph before the table is used to describe it, with direct reference to it. Discussion of the content of the table should follow it.

The table caption has two lines. MTEDTableTitle1 gives the number of the table, while MTEDTableTitle2 gives the title of the table, using capitals letters for the main words. In contrast to figure captions, neither line has a full stop.

The following is an example of a table (see Table 1). If possible, avoid splitting tables across pages.

Table 1

An Example of a Table

|  |  |  |  |
| --- | --- | --- | --- |
| Lessons (Time) | Level/Number of Students\* | Topic | Strand |
| Lesson 1 (60 minutes) | Grade 2/*n* = 26 | Triangles | Geometry |
| Lesson 2 (30 minutes) | Grade 4/*n* = 30 | Kilometres | Measurement |

\*This is MTEDTableFooter. Use only if necessary. (See APA style guide)

### Transcripts

When you wish to quote dialogue from one only person, use the block quote format. However, a dialogue involving more than one person uses MTEDTranscript style. Type the name of the speaker, followed by a colon and a tab, then type the words they said.

Teacher: You said eighteen times five is ninety? What was your thinking?

Child: Well five times twenty is a hundred. But it is only eighteen so I have to take off ten.

Teacher: Ten?

Child: That's five times two. Like, eighteen is two less than ten.

# Spelling, Grammar, and Formatting of the Document

## Paper and Margins

* Choose A4 paper and make no adjustments to the settings in this document.
* Do not write in the header or the footer.
* Avoid using footnotes, especially on page 1.
* Do not make cross-references that refer to page numbers, such as "see page 14".

## Spelling

MTED uses Australasian (AUS) English. Please spell and grammar check your document to ensure consistency of language used (i.e., choose the correct dictionary from the Spell check options).

### Numbers

Whole numbers less than 10 should be written out in word form, such as four or seven. One exception to this rule is when a sentence starts with a number, when the number is always written out as a word. For example, "Fifteen students were sick; two teachers went home." If possible, avoid starting a sentence with a long number.

Only place a zero before the decimal point in all numbers less than 1 when the number can exceed 1. Numbers that cannot exceed 1, such as *p*-values, do not include a leading zero (e.g., *p* < .05).

## Returns and Spaces

The heading and other styles have the correct spacing built into them. There should be no double returns in your document (i.e., Enter/Enter or Return/Return).

Single spaces are used between words and after full stops and other punctuation marks. If a broader space is needed, such as for lining up figures, use tabs.

Avoid inserting comments in footnotes.

## Referencing

Include a reference list, headed References (in MTEDHeading1 style) before any appendices. On-line APA guides have examples of most forms of references. Check that all works cited in the text appear in the reference list, and vice versa, and that there are no references listed that are not mentioned in the text. Also, include DOIs as full URLs (<https://doi.org/10>.....) and include URLs when publications are not available in hard copy. Do not include URLs that are only accessible by affiliation members.

Place of publication is not required for books and conference proceedings. Conference proceedings may include the place where convened. Some examples of references follow.

# Acknowledgements

Include acknowledgements in a separate paragraph, headed Acknowledgments (in MTEDHeading1 style),immediately before the reference list. In the blind version only include: “Ethical approval for the research was granted by an author’s committee or institution, and informed consent was given by all participants for their data to be published.” Also, add statements about approval granted to use data in unexpected ways, for example, “Ethical approval was granted by the XXXXXXX Ethics Research Committee for the data to be reported using the participants first names. The participants gave informed consent for the use of their first names for publication purposes.” Details will be updated on publication.

Add acknowledgement of funding sources.

# References

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Please remove all details that could be used to identify authors and their affiliations and funding sources.

## Appendices

Use appendices only if really necessary. Usually it is not necessary to append a whole test or other research instrument.

# Further Information

Please check a website such as [Purdue Online Writing Lab](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/index.html) to search for any further APA-style information that you are not sure about.

Author names and contact details added on publication.

Appendix: How to Use This Template

This template is to be used for all articles submitted to the journal, *Mathematics Teacher Education and Development*.

Use it as a style sheet to write your MTED submission, or if you have written the paper using another style sheet:

* Delete any section breaks from your article, unless they delineate large tables that will need "landscape" format.
* Copy your article except for its last word.
* Paste your article at the start of this article, above its title. Type in its last word. (Invisible formatting and styles instructions are attached to the final word, and you do not want these carried across.)
* Work through your document, changing it to MTED styles only. That is, for each element (paragraph or other feature) of your document, choose a style whose name starts with or includes "MTED". Note that MTED uses only three heading levels.
* Do not change the MTED styles in any way, even if they may look a bit strange to you. DO NOT change the font size, character spacing, or line spacing.
* Do not worry about where page breaks, figures, or breaks in tables fall. Just insert figures or tables following the paragraph where they are mentioned. (The editors may make minor changes here.)
* Copy and paste the authors' details section from the bottom of the template and change them to your details.
* When you no longer need it, delete the template and this page.