# ICTMT-14 PAPER TEMPLATE: type your title here (the style is called heading 1)

Type the name(s) of the author here and underline the Presenting Author

*Type the author(s) institution(s) here; type the email(s)*

**Please read this first and then delete it. The page limit for a PAPER submission is 8 PAGES**. You are advised to make *two* copies of this electronic template file. Keep one as a backup, and for reference. Use the other as the template for your ICTMT paper. Preferably delete all the text from the second before you begin writing, and use the styles provided to format it, following the guidance below. If you are not familiar with using styles, you may prefer to type directly into the formatted sections above and below (which will incorporate the relevant styles) and then delete the guidance afterwards. Several styles are provided (details are given below). *Do not add or import any additional styles to the document you submit.* This can happen inadvertently if you copy and paste from another file. This template is based on the CERME Template.

Type your abstract here. Abstract is mandatory. This is the style for abstracts, which is Normal, italic, and the length is up to 10 lines.

Keywords: Type 3 to 5 keywords

## the main SECTION HEADING STYLE is called HEADING 2

This is the style **Normal**. The style automatically provides a 6pt space after paragraphs, which means that you don’t need double returns between paragraphs.

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

We hope that the three Heading Styles will suffice to structure your paper. Please avoid numbering sections (as opposed to lists and footnotes) 1, 1.2, etc.

Indented quotations like this (more than two lines) are in the style **Quote**. Preferably centre figures and tables and insert a caption immediately below.

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Table 1. Titles of tables, figures, diagrams, are in the style FigTitle (centred)

For transcripts, use the style **Transcript** as follows:

Student: Yes, OK.

Tutor: And the first thing to note is, that’s a particularly easy one because four squared is sixteen, which is minus one modulo 17.

If the lines of the transcript need to be numbered, use the style **Numbered Transcript** as follows.

177 Interviewer: How did you do that?

178 Pupil: First I added the nine to 62 to get 71, then I added the 40, so I got 111 altogether. I think that’s what I did.

But if you make no reference to the line numbers, the style Transcript is preferred.

Endnotes should preferably be indicated [1], [2] etc in the text, and placed at the end, but before the references.

## Notes

1. This is endnote 1, in the style **Endnote**.

2. This is endnote 2, in the style Endnote.

## REFERENCES

Are in the Style **References**. Please make sure you’ve omitted nothing e.g. places, page numbers (where appropriate). References must be in the APA style (http://www.tandf.co.uk/journals/authors/style/reference/tf\_A.pdf).

## Style Summary

Only if you’re interested in the technical details - you don’t need to read or know any of this.

The frame size is set at 170mm by 247mm, with 23mm at the top and 27mm at the bottom, 20mm left and right.

The ten styles in use (all use Times font) are:

# HEADING 1: 14pt caps bold (centred).

Normal: 12pt Times justified, line spacing at least 14pt, with 6pt after paragraphs. Other styles are based on Normal.

## HEADING 2: 12 pt caps bold.

### Heading 3: 12 pt bold.

Quote: 12 pt with left indent 0.5cm.

FigTitle. 11pt bold, centred, with 6 pt spacing above.

Transcript: 12 pt, left indent 0.5cm, hanging indent 2.5 cm (beyond the indent)

144 Numbered: 12 pt, left indent 0.5cm, hanging indent 3.5 cm (beyond the indent), Tab at 1.5cm

Endnote: 10 pt.

References: 12 pt with hanging indent 0.5cm.