ICMME 2021
Guidelines for Preparing Abstracts and Extended Abstracts

General Guidelines

- Authors can submit their work for either Oral presentation or Poster presentation. Oral presentations will be held in parallel sessions corresponding to the themes of the Conference. Poster presentations will be held at a common venue.

- Authors should upload blind abstracts and extended abstracts (leaving out the names of authors and their affiliations, for the purpose of reviewing) for initial submission to the CMT system, and details of ALL AUTHORS must be added to the Authors section of the CMT submission page.

- Abstracts and Extended abstracts submitted with author details will not be considered for reviewing and authors will be requested to resubmit according to above given instructions.

- Authors should ensure to leave sufficient space in the Abstract to add names of authors and their affiliations, within the one-page limit.

- Authors should add names of authors and their affiliations to the abstract only after the abstract has been revised and is ready for final submission.

- Research work presented or published elsewhere will not be considered.

- If plagiarism is detected, Abstracts will be rejected without further consideration.

- Before submitting the work, the Editorial Board advises all authors to optimize their abstracts and extended abstracts using a free online plagiarism checker.
  (E.g. http://www.plagscan.com/seesources/analyse.php)

- Authors should submit abstracts under one of two Themes. Editorial Board reserves the right to change the Theme of the abstract selected by the authors to a more relevant theme, if necessary.

- Authors should send the Author Declaration Form signed by all the authors.

- Reviewing process will not commence until all the relevant documents and information are completed.

Please follow the specified guidelines given below for preparing Abstracts and Extended abstracts.

Guidelines for Abstracts

Please note that only the one-paged abstract is published in the Proceedings of the International Conference on Mathematics and Mathematics Education 2021.

When preparing Abstracts the following page-set up should be used.
- Paper size   A4
- Margins   Left margin 3.0 cm & all other (top, bottom and right) margins 2.5 cm
- Font   Times New Roman
- Font size   12 (except for affiliations of authors)
- Line spacing   Single
- Number of pages   One (up to 300 words maximum)

All abstracts must be prepared in English, using MS Word 2007 or later.

The abstract should contain the following (**Please use the template provided for the Abstract**):

TITLE - Should be short, specific and reflect the study carried out. It should be in bold, uppercase letters and center aligned. If scientific names of organisms are included, they should be written in uppercase italics. If common or vernacular names follow the scientific name, they should be included in parentheses. There should be two-line spaces between the Abstract number and the title. There should be a single line space between the title and name/s of authors.

NAME/S OF AUTHOR/S – All the initials of the author must be given before the surname. Author names should be in bold, lowercase letters and center aligned. Each initial should be followed by a full-stop without a space. Between the last initial and the surname there should be a single space. Presenter's name should be underlined and the Corresponding author's name (Primary contact) should be indicated by an asterisk at the end of the name. There should be a single line space between the name/s of authors and affiliation/s.

AFFILIATION/S OF AUTHOR/S - Should be in italics, font size 11, lowercase letters (with uppercase letters where necessary) and center aligned. Use superscripted numbering of authors if authors have different affiliations. Each affiliation should be on a separate line. Affiliations should be numbered with the same superscript number used for the respective authors. Superscripted numbers should be placed at the beginning of each affiliation /address and at the end of each author's name. There should be a single line space between affiliations and the text of the abstract.

ABSTRACT - Should have an introduction to the study with the objectives, methodology, results, followed by a short discussion and a conclusion(s). It should be written as a single paragraph and justified. It should not have any sub-headings, figures or tables. References should not be included in the abstract nor listed at the end.

ACKNOWLEDGEMENT- Only funding organization/s should be acknowledged with the grant number/s indicated in parenthesis. Acknowledgement should be written as a single sentence in italics. There should be a single line space between the text of the abstract and the acknowledgement.

KEYWORDS - Up to a maximum of 5 keywords, separated by commas and followed by a single space, should be placed at the end of the abstract, after the acknowledgement. Each keyword should begin with an uppercase letter. There should be a single line space between the acknowledgement and keywords.

Spelling - British spelling must be used throughout the text.

Abbreviations & Acronyms - Should be stated in full, the first time they are used in the text, other than for standard abbreviations. Do not use abbreviations & acronyms in the title unless they are unavoidable.

Non-English and Technical Terms - Should be in italics.

Units: International System of Units (SI) should be used. There should be a single space between the figure/digits and the unit (Example 25 cm).

Guidelines for Extended Abstract

Please note that the Extended abstract will not be published in the Proceedings. The Extended abstract is used only for the reviewing process.

When preparing the Extended abstract, the following page-set up should be used.

- Paper size   A4
- Margins   2.5 cm margins, top/bottom/left/right margins
- Font   Times New Roman
- Font size   12
- Line spacing   Single
- Number of pages   2-3
- Page numbering   Bottom right

Title/ Names of author/s and Affiliation/s of author/s should be given as they appear in the abstract.

The text should be organized under the following subheadings:

1. Title – (followed by names of authors and their affiliations)
2. Introduction – (with objectives)
3. Materials and Methods
4. Results
5. Discussion
6. Conclusion/s – (with outcomes)

Figures and Tables, if any, should be very clear and should be included within the given page limit.

Important: The Abstract prepared according to guidelines should be placed on the template provided for submission. The Abstract and the Extended abstract should be submitted through the CMT system.