# MEI8-Template: Type Your Title Here (Style MEI\_Heading 1)

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

Type the author affiliation(s) beneath each name (style MEI\_AuthorAffiliation)

Type your abstract here, below the author(s) names, in normal italic font. The length of your abstract should not exceed 200 words. The length of the whole paper (including figures, footnotes, references etc.) should not exceed 8 pages. (style MEI\_Abstract)

**Please read this first**. 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 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).

After the abstract, your paper will be structured by use of the following different levels of Heading Style.

## The Main Section Heading Style is Called MEI\_Heading 2

### This is Style MEI\_Heading 3, if you Need it

This is Style MEI\_Heading 4, if you Need it.

We hope that these four Heading Styles (or fewer) will suffice to structure your paper.

This is the style MEI\_Normal. Most of your paper will be in this style, which automatically provides a 6pt space after paragraphs, which means that you don’t need double returns between paragraphs.

## Indented Quotations

Indented quotations (more than two lines) are in the style MEI\_Quote. If you wish, you can also use this style for other text that you want to display without using a table.

## Tables and Figures

The table/figure number (e.g. Table 1) should appear above the table/figure in bold font in the style MEI\_FigNumber. The table/figure title appears one double-spaced line below the table number in italic case using MEI\_FigTitle. A table/figure note can be used to qualify, explain, or provide information relating to the table/figure as a whole, to explains any abbreviations, symbols, special use of italics, bold, or parentheses. It may also include an acknowledgment that the content has been reprinted or adapted from another source. Use MEI\_FigNote, ensuring that the word “*Note*” is in italics and followed by a period. Not all tables require table notes.

Table 1

Your Table/Figure Heading

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*Note.* This is a sample table.

## Transcripts

For transcripts, use the style MEI\_Transcript as follows:

Jonathan: Yes, OK.

Tim: And the first thing to note is, you should know that minus one is a quadratic residue, and that's a particularly easy one because four squared is sixteen, which is minus one.

Note that you need to ‘tab’ following the Name:, then the rest of the text aligns as shown.

If the lines of the transcript need to be numbered, use the style MEI\_Numbered Transcriptas 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 MEI\_Transcript is preferred.

## Footnotes

1 This is footnote 1, in the style MEI\_Footnote.

2 This is footnote 2, in the style MEI\_Footnote.

Number all footnotes consecutively in the order in which their callouts appear in the text with superscript Arabic numerals, like this.1 Place each footnote at the bottom of the page on which it is discussed using the style MEI\_Footnote. each footnote should be indented 1.27cm.

## References

References are in the Style MEI\_References (which is like Normal, but with a hanging indent). Please make sure that you’ve omitted nothing e.g. publisher, page numbers (where appropriate). Format your references in APA7 style, as in the following examples:

Rowland, T., Huckstep, P. & Thwaites, A. (2005). Elementary teachers’ mathematics subject knowledge: the knowledge quartet and the case of Naomi. *Journal of Mathematics Teacher Education*, 8 (3), 255-281.

Boaler, J. (2002). Experiencing school mathematics: Traditional and reform approaches to teaching and their impact on student learning. Lawrence Erlbaum.

Brown, T., Jones, L. & Bibby, T. (2004). Identifying with mathematics in initial teacher training. In M. Walshaw (Ed.), *Mathematics education within the postmodern* (pp. 161-180). Greenwich, CT: Information Age.

Forfás (2008). *Catching the wave: a services strategy for Ireland.* Retrieved September 18, 2008 http://www.forfas.ie/publications/forfas080912/forfas080912\_services\_strategy.pdf.

## Citation

To cite a publication, use the conventions exemplified below.

Corcoran (2006) argues that …

(Shulman, 1986)

(Gelman & Gallistel, 1978, p. 39)

For articles with *three or more* authors, you should only cite the first author followed by ‘et al.’