

# Adults Learning Maths – An International Forum (ALM)

## *Guidelines for Submitting Papers for publication in ALM Conference Proceedings and Articles for the ALM-International Journal (ALM-IJ)*

---

### SUBMIT YOUR PAPER FOR PROCEEDINGS OR ARTICLE FOR ALM-IJ (REVIEW)

#### 1. Who should I submit to?

- ❖ Submit your Paper for the proceedings to the programme committee at [editor-proc@alm-online.net](mailto:editor-proc@alm-online.net)
- ❖ Submit your Article for the ALM-IJ to the chief editor at [editor-ij@alm-online.net](mailto:editor-ij@alm-online.net)

### ALM-IJ

#### 2. What does it mean to have my article for ALM-IJ peer-reviewed?

- ❖ A peer will review your article (blind process) for clarity of presentation, grammar/mechanics, coherence, facts, and correctness (i.e., formulas; math, etc.) and email you regarding problems they identified; questions they have; and issues that you should consider resolving in preparation for publication. It is ultimately the writer's responsibility to verify the facts in the paper; however, reviewers will provide corrective feedback to authors.
- ❖ Articles and results in articles submitted to ALM-IJ should not be published elsewhere already or in a submission process with another journal.

#### 3. Does the review for ALM-IJ involve a blind process?

- ❖ All names and identifying information will be removed from the paper prior to their submission to peer-reviewers. Because your paper will likely reflect your presentation at the ALM conference, it is possible for a reviewer who attended the conference and is aware of the various presentation topics to determine the paper's author.

### PROCEEDINGS

#### 4. What should I do after I submit my paper?

- ❖ You should receive a confirmation email within 5-10 business days. If you don't receive a confirmation email within that time frame, send an enquiry to [editor-proc@alm-online.net](mailto:editor-proc@alm-online.net)

#### 5. Overall, what should I expect after I submit my paper for the proceedings?

- ❖ The papers for the presentation will be reviewed lightly by the Programme Committee.
  - ❖ The committee will most likely be in contact with you with questions throughout the process, until the paper is considered to have met best industry standards for publications of this type.
  - ❖ You should expect to be in communication with the committee, and make every effort to answer their questions with clear details.
  - ❖ The programme committee has a final say in accepting your contribution or not.
-

# Adults Learning Maths – An International Forum (ALM)

## *Guidelines for Submitting Papers for publication in ALM Conference Proceedings and Articles for the ALM-International Journal (ALM-IJ)*

---

### **BOTH**

#### **6. What copyright and reproduction right issues are involved in submission?**

- ❖ For ALM-IJ and for the ALM Proceedings we ask that all contributors agree to the "**Creative Commons Attribution**" License. With this license ownership of the articles is retained by the authors, but anyone may download, reuse, reprint, modify, distribute, and/or copy articles provided that the original authors and source are cited. With this no further permission is required for the re-use. This license is recommended by most funders.

#### **7. How long will it be before the proceedings and ALM-IJ special edition are published and available?**

- ❖ Typically, publications are available about one or two months before the next ALM conference.

### **CHECKLIST**

Before Submitting your Paper for proceedings or Article for ALM-IJ (review), check to make sure that it includes the following:

#### **1. Cover Page should include the following:**

- A Title (titles should reflect the presentation topics at ALM 24 in Rotterdam, The Netherlands.
- Author's name; postal address; email address
- Author's short biography (less than 50 words)
- Author's Affiliation (e.g., name of institution)
- A brief abstract of the contents of the paper, and an indication of the type of paper (e.g., derived from research; discussion/theoretical paper) (80-100 words)

#### **2. Body With An Appropriate Format**

The format of your paper should

- Reflect the American Psychological Association (APA (6th edition)) style – see <https://owl.english.purdue.edu/owl/resource/560/01/>. The instructions for use are written in the template. You may also visit APA style website: <http://apastyle.apa.org/>. Authors that are familiar with the use of the ALM style sheets can access the [ALM template](#).
  - Be between 2000 and 5000 words in length; For the proceedings a shorter paper, written as an extended abstract, between 1000 and 2000 words is also an option.
  - Be in Microsoft Word with Times New Roman 12 point font, using A4 paper with 3 cm margins, and double-spaced
-

# Adults Learning Maths – An International Forum (ALM)

## *Guidelines for Submitting Papers for publication in ALM Conference Proceedings and Articles for the ALM-International Journal (ALM-IJ)*

---

- d) Include cited literature (please do not use footnotes or endnotes for the references) that are completely accounted for in the reference list.

If your paper **involves research**, you may consider following this organizational format: Introduction, *Methodology*, *Key Findings*, *Implications of Findings* or *Relevance of the Findings to the Field*, *Recommendations for Future Research*, *Conclusion*. To support the usability of your research, help the reader determine its value to their context and discuss how the key findings are applicable to other contexts, countries, or vocations. Such discussion could be included in the “implications” section or in the conclusion.

### **3. A Reference List**

- a) Reference lists should correspond to citations made in the body of the paper
- b) All references should reflect APA (6<sup>th</sup> edition) style – see above for link to APA style

### **4. Quality Check – Grammar/Mechanics/Rhetoric**

- a) Check for grammar
- b) Check for spelling
- c) Have someone read your paper for clarity
- d) Try your best to remove any grammatical or spelling errors that can be distracting to reviewers.

### **5. Creative Commons Licence agreement**

- a) Complete, sign and scan the Creative Commons Licence agreement.
  - b) This agreement can be found [here](#).
- and at <http://www.alm-online.net/alm-publications/>
-