

Adults Learning Maths – An International Forum (ALM)

Guidance on the Submission of a Proposal for a Contribution to the ALM26 Conference

The ALM Conference brings together researchers and practitioners in adult mathematics/numeracy teaching and learning in order to promote the learning of mathematics by adults. Proposals can be of different character and we have compiled examples of four abstract types as guidance for writing your proposal, followed by submission instructions and deadlines for submissions.

1. Guidance on the Types of Abstracts for the Conference

Abstract A - Research and Research-in-progress manuscripts (500-800 words)

Research and research-in-progress manuscripts present integrative reviews or original reports of substantive new work: theoretical, empirical, and/or in the design, development and/or deployment of novel concepts.

Abstract B - Experience reports (500-800 words)

Experience reports are an important and integral part of the conference program. These are opportunities to discuss how ideas that sound good on paper (and at conferences!) work in education of adult learners. Many attendees want to learn from teachers' projects or classroom experiences. Experience reports are not research papers; their goal is to present experience and reflections on a particular case or classroom experiences, and they are reviewed for usefulness, clarity and reflection. Strong experience reports discuss both benefits and drawbacks of the approaches used and clearly call out lessons learned. Reports may focus on a particular aspect of technology usage and practice, or describe broad experiences of adult teaching and learning mathematics.

Abstract C – Workshop (400-800 words)

Workshops provide an opportunity for researchers and practitioners to discuss and learn about topics within the field of adults learning mathematics/numeracy and adult mathematics education. Workshops are intended to be hands-on and/or participatory, they might concern the development of a skill, or discussion and collaboration on the topic covered in the workshop. Proposers are free to decide how to structure and design the workshop. Workshop proposals should describe what you intend to do during the workshop.

Abstract D – Poster (200-500 words)

A poster is a visual representation (text, images, photos, objects) that describes projects, late-breaking or otherwise novel and interesting results to the field of adults learning mathematics/numeracy and adult mathematics education. The goal is to give novel but not necessarily mature work a chance to be seen by other researchers and practitioners and to be discussed at the conference. The poster description is put into the conference papers. At the conference, all poster presenters are given a large pin board or equivalent presentation opportunity to put up material describing their work. A dedicated time slot, the poster session, is reserved for all poster presenters to be available at their pin board and discuss their work with interested parties.

2. Submission Instructions - Suggested Format

The submission process of abstracts is divided in two steps:

- A. Submission of proposals for presentation at the ALM26 Conference.

After submission the authors will be given feedback on their abstracts by the ALM26 Programme committee **by Friday, April 26, 2019, which may ask for amendments** to the

Adults Learning Maths – An International Forum (ALM)

content prior to final acceptance of the submission for presentation at ALM26. **Final deadline for submitting abstracts for accepted sessions is Friday, May 17, 2019.** Accepted proposals will be available as conference papers for all participants at the conference and on the ALM website after the conference.

- B. Submission of amended or developed abstracts for publication in the ALM26 Conference Proceedings. **After the conference** the authors of all abstracts will be given the opportunity to further amend their abstracts or develop them to short papers (1000-2000 words) before being published in the Conference Proceedings. **Deadline for submitting revised abstracts or short papers after the conference is the 30 of September 2019.**

To ensure that conference papers and conference proceedings are of a high quality we ask that authors follow some simple guidelines presented in the following pages.

Step 1 Submission of Proposals for Presentation at the ALM26 Conference

A. Consider the following structure and content for your conference abstract

Title

Presenter

Author(s) name + country

Abstract

A brief abstract of the contents of the presentation, and an indication of the type of abstract (see above) (80-100 words).

Introduction

A description of the research, project, experience, innovative idea etc.

Method

A description of how the research, project, experience, innovative idea etc. will be/could be/was conducted.

Findings/Expected findings/ Conclusions/Lessons learned

Conclusions/outcomes/reflections on learning and implications of the research, program or project that you perceive important for the audience. Possible next steps for implementation, further research, program change, etc.

Practical Applications

How might the audience be able to implement strategies; bringing your learning into their everyday or work practice?

References

The most important references for the presentation or workshop.

B. Body with an appropriate format

- a) The body in your paper should be in Microsoft Word with Times New Roman 12-point font, using A4 paper with 3 cm margins, and double-spaced.
- b) Authors that are familiar with the use of the ALM style sheets can access the ALM template on the Conference website.

Adults Learning Maths – An International Forum (ALM)

Step 2 Final Guidance for Publication of Abstracts in the ALM26 Conference Proceedings

After the conference the authors of all abstracts will be given the opportunity to further amend their abstracts or develop them to short papers (1000-2000 words) before being published in the ALM26 Conference Proceedings. **Deadline for submitting revised abstracts or short papers after the conference is the 30 of September 2019.**

A. The submitting process for publication in the ALM26 Conference Proceedings

1. Submit your short paper or amended abstract to the programme committee at editor-proc@alm-online.net. 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
2. The paper/abstract 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.
3. You should expect to be in communication with the committee, and make every effort to answer their questions with clear details.
4. The programme committee has a final say in accepting your contribution or not.
5. 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.
6. Typically, publications are available about one or two months before the next ALM Conference.

B. Checklist for submitting abstracts or short papers

Before submitting your abstract or short paper for Conference Proceedings, check to make sure check that it meets the following content and structure:

1. **Cover/first page should include the following:**
 - a) A Title (titles should reflect the presentation topics at ALM26 in Lund, Sweden).
 - b) Author's name; postal address; email address
 - c) Author's short biography (less than 50 words)
 - d) Author's Affiliation (e.g., name of institution)
 - e) A brief abstract of the contents of the abstract/short paper, and an indication of the type of paper (e.g., derived from research; discussion/theoretical paper/experience report) (80-100 words)
2. **Body with an appropriate format**
 - a) 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/>
 - b) Authors that are familiar with the use of the ALM style sheets can access the ALM template on the Conference website.
 - c) The amended abstract (500-800 words) or a shorter paper, written as an extended abstract, between 1000 and 2000 words in length.
 - d) Be in Microsoft Word with Times New Roman 12-point font, using A4 paper with 3 cm margins, and double-spaced.
 - e) Include cited literature (please do not use footnotes or endnotes for the references) that are completely accounted for in the reference list.

Adults Learning Maths – An International Forum (ALM)

- f) 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 (6th 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 License agreement**
 - a) Complete, sign and scan the Creative Commons License agreement.
 - b) This agreement can be found here and at <http://www.alm-online.net/alm-publications/>