

Short note:

You can find the **.docx file** for the Guidelines here:

<http://blogs.sonia.de/sefi25/files/2024/05/Guidelines2025.docx>

If you cannot access the **.docx file**, you will receive it after sending a short e-mail to: sefi25@ostfalia.de.



Mathematics Special Interest Group Seminar Wolfenbüttel, June 25-27th, 2025

Guidelines for Submission to Conference Proceedings

Submission Deadline: 30th April 2025

All papers submitted for publication must be of a high quality and will be subject to an editing process prior to them being accepted for publication.

Papers should be no more than 6 pages of A4 (12-point Times New Roman font) and have no more than 20 references. They should begin with an introduction expanding upon the background to the work before proceeding to a concise, focused account of the findings, ending with one or two short paragraphs of discussion or conclusions.

Format of Papers

Please note that contributions to the Conference Proceedings are accepted on the full understanding that the authors are solely responsible for the accuracy and contents of all published material. The Editors do not accept any liability for the accuracy of articles, or responsibility for mistakes, be they editorial or typographical, nor for any consequences that may arise from them.

General Guidelines

Papers must be submitted in Word format (doc, docx). The style and format to be used for submissions is as described below. **A word example is available**

to assist with formatting. Authors may find it easier to edit the example file when creating their own paper.

- Text should be in clear, concise, grammatically correct English.
- All data that needs to be presented in a fixed form must be within a table, and tables should be kept as simple as possible.
- Authors must not use spaces or tabs to achieve the desired layout.
- Paragraphs should be separated by a double carriage return only (no indent).
- All illustrations, photographs, figures, and diagrams should be included within the text (with a legend underneath).
- Do not use footnotes, only endnotes.
- All references should be listed at the end of the document.
- All references must be presented using the **Harvard system** of citation.
- Where acronyms are used, a full explanation should appear the first time they appear in the text.
- **Copyright: All material presented must be original.**

All submissions should be organised in the sequence: title, author name and institution, abstract, main text, references and acknowledgements.

Titles

The main title of the article must not exceed two lines in print, which equates to around 100 characters. Titles do not normally include numbers, acronyms, or abbreviations or punctuation.

Abstract

Papers must begin with an abstract separate from the main text, of up to 250 words, which does not have references, and does not contain numbers, abbreviations, or acronyms unless essential. This abstract should contain a brief account of the background and rationale of the work; and, a statement of the main conclusions or findings.

Main Text

Papers should occupy no more than 6 A4 pages with a 12-point font (Times New Roman). A typical paper will contain up to six small display items (figures, table or equations) with brief legends, and a reference list.

Authors of contributions that significantly exceed the limits stated here will not be accepted.

References

When citing references, you should use the Harvard system which includes the author name and date within parenthesis, e.g. Smith (2004). When listing references you should include: author(s), date, title, where published, publisher and edition. Titles should be presented in *italics*. For example:

Books

Davison, Robert and Croft, Anthony (2006) *Foundation Maths*. Prentice Hall

A Chapter within a Book

Hibberd, Stephen. (2002) "Mathematical modelling skills." In Peter Kahn and Joseph Kyle, eds. *Effective learning and teaching in Mathematics & its applications*. Kogan Page, pp 158-174.

A Journal Article

Croft, A. C. and Grove, M.J. (2006) Mathematics Support: Support for the specialist mathematician and the more able student. *MSOR Connections*, Vol. 6 (No. 2):39-43.

An Electronic Source

Cox, Bill and Bidgood, Penny (2003) "Widening participation in mathematics, Statistics and Operational Research". Accessed via <http://mathstore.ac.uk/publications/wp.pdf> (15 June 2006)

Figures and Equations

All figures must be of a consistently high quality. Please use a high resolution and avoid compression. Figures should be embedded with the main body of the text at the appropriate point.

Equations should be written within your word document using either the standard Equation Editor or MathType.