

Formatting guidelines

1. Number of Characters

Papers must have a number of characters between 6'000 and 80'000 (spaces included, including abstract and references) and may include images, graphs and tables. Book reviews must have a number of characters between 2'000 and 8'000 (spaces included).

2. Title Page

The first page of the paper consists of the following information: title, author/s (with affiliation/s and email), abstract both in English and Italian, keywords both in English and Italian, as follows:

Title: maximum 130 characters (spaces included). There is no subtitle.

Abstract: Text of maximum 1100 characters, spaces included, in a single paragraph.

Keywords: List of maximum 5 keywords, separated by a semicolon (;).

Example of title page

How to write a paper for DdM

Marco Rossi

Dipartimento formazione e apprendimento – SUPSI, Locarno, Svizzera

marco.rossi@supsi.ch

Izak Musgabe

Faculty of Education, Cape Town University, South Africa

musgabei@ctu.ac.za

Abstract. (...)

Keywords. Coding; VPL; primary school; digital literacy.

Sunto. (...)

Parole chiave. Coding; VPL; scuola elementare; competenze digitali.

The main text begins on the same page, after leaving a blank line.

3. Text Format

The text must be written in Times New Roman, font size 12 points, line spacing 1.5.

The text must be justified and must not contain hyphens (therefore there are no truncated words when the text goes to a new line).

4. Sections and Paragraphs Structure

The text must be organized in sections and paragraphs, up to a maximum of three levels of titling (paragraphs, subparagraphs, and sub-subparagraphs). Paragraphs are numbered 1, 2, 3 ecc.; subparagraphs are numbered 1.1, 1.2, 1.3, etc.; sub-subparagraphs are numbered 1.1.1, 1.1.2, 1.1.3 ecc.

Please make sure that paragraph breaks contribute to the overall readability of the text.

5. Bibliographic References

Bibliographic references must follow the APA format. The details on how to correctly input bibliographic references are presented in APA style mini-guide for bibliographic references, published by CIRSE and available on the DdM Journal's website (in Italian).

For direct quotations:

- The page number from which the reference is taken must always be stated.
- Angle quotes must be used, not double nor single quotation marks.
- Period must be put after quotes «like in this example».

The same principle applies to students' quotes/sentences.

Example for brief reference

Mathematical knowledge for teaching is, as Ball, Hill and Bass define it (2005, p.17), «a kind of professional knowledge of mathematics different from that demanded by other mathematically intensive occupations, such as engineering, physics, accounting, or carpentry».

When text references (in quotation marks) are longer than 250 strokes, they must be separated from the text, leaving a blank line before and after. The bibliographic reference goes on a new line, after the quote, aligned on the right.

Example for long reference

Of the same opinion are Ball, Hill and Bass, stating:

«In our data, we see repeatedly the need for teachers to have a specialized fluency with mathematical language, with what counts as a mathematical explanation, and with how to use symbols with care».

(Ball, Hill & Bass, 2005, p. 21)

6. Emphasized Words

To emphasize a word or a sentence use *italics*, not bold nor underlined.

Angle quotes are devoted to references, whereas in case one wants to suggest a “metaphorical” interpretation of a word double quotation marks may be used. A text with too many “metaphorical interpretations” gives the impression of poor clarity.

7. Footnotes

It is advisable not to abuse of footnotes, because they tend to break the text's reading continuity.

In any case, they must not be used to provide bibliographical references.

To insert a footnote, the index goes right after the word or after any punctuation mark.

Examples of footnotes

This is a footnote example¹ without punctuation. Here we have an example with punctuation.²

8. Figures

Figures must be entered in the text, centered and without text around them (incorporation “in line with the text”).

Every figure has a caption. The captions are identified by the word Figure: Figure 1, Figure 2, etc. and are put after the figures, aligned on the left, with a period at the end, leaving a blank line both before and after.

Example of a figure with caption

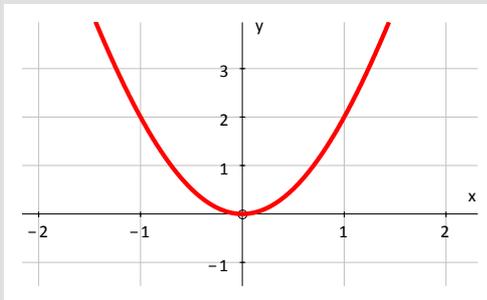


Figure 1. A curve.

If the figure is referenced in the text, it must be indicated as **Figure X**, in bold, initial capital letter and X indicates its consecutive number.

Examples of figure referencing in the text

Figure 4 shows an item that measures specialized content knowledge.

The results suggest the existence of a significant correlation between this two values (**Figure 3**).

For publication, therefore after an eventual communication of acceptance, the authors will have to provide the graphic files for all the images of their paper (images, pictures, graphs) in .jpg, .png, .gif, .tiff format or in vector format (.psd or .eps). All images will have to have a resolution of at least 150 dpi and a dimension of at least 600 pixel of width (horizontal). The failure to supply these files may result in the paper not being published.

9. Tables

Tables must be inserted in the text, centered and without text around them (incorporation “in line with the text”).

Each table has a caption. The captions are identified by the word Table: Table 1, Table 2 etc. and are put after the tables, aligned on the left, with a period at the end, leaving a blank line both before and after.

¹ This is a footnote.

² Period remains before the note anchor number.

Example of table with caption

Table 2. Answer analysis

	(a)	(b)	(c)	(d)	(e)	NR
N°	33	12	28	28	28	5
%	25%	9%	21%	21%	21%	4%

If the table is referenced in the text, it must be indicated as Table X, in bold, initial capital letter and X indicates its consecutive number.

Examples of table referencing in the text

The values listed in **Table 1** show the initial state.

The assessments' analysis (**Table 4**) allows to make some considerations on the subject.

10. Problems

Problems' or exercises' texts may be inserted:

- As Figures (see above), in particular when they include graphic elements.
- As text paragraphs, leaving a blank line both before and after the text.

11. Attachments

Paper may have attachments, if they are meaningful.

Connections to online resources (such as videos or links) may always be included.

In the event that the attachments are texts or images, they will have to be in .doc, .docx, .odt format or .pdf format, if need be. For the publishing of attachments in other formats, the author is required to mention such attachments when submitting his paper.