

Formatting guidelines

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1 Number of characters

Papers must have a number of characters between 12'000 and 110'000 (including spaces, abstract and references) and may include pictures, graphs and tables.

A review must have a number of characters between 2'000 and 10'000 (including spaces).

2 Title, abstract, keywords

The first page of the paper consists of the following information: title both in English and in Italian, abstract both in English and in Italian, keywords both in English and in Italian, with the following properties.

Title: maximum 130 characters (including spaces). Subtitles are not allowed.

Abstract/Sunto: text of maximum 1'100 characters, spaces included, in a single paragraph.

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

Example of the title page

Article title in English

Article title in Italian

Each author's Name Surname, affiliation, email
(only for not anonymized version, see below)

Abstract / Abstract in English, text of maximum 1'100 characters (spaces included).

Keywords: keyword1; keyword2; keyword3. (Maximum 5 keywords, separated by semicolon).

Sunto / Translation of the abstract in Italian, maximum 1'100 characters (spaces included).

Parole chiave: parola1; parola2; parola3. (Translation of the keywords in Italian).

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

Submit *two versions of the paper*: one version *with* authors' information (Name, Surname, email and affiliation) and another anonymized, *without* any reference to the authors, including bibliographic references that must be disguised and referred to in the text as "AAA" or "Author". If the submitted paper is not rejected after the scrutiny of the scientific and editorial committee of the journal, the anonymized version will be used for the process of double-blind peer-review. Each author's name and surname, affiliations and email addresses must also be included in the [online form](#) during the submission process.

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 syllabication (therefore there are no truncated words when the text goes to the next line).

4 Text structure

The text must be organized in sections and subsections, up to a maximum of three levels of titling (sections, subsections, and sub-subsections). Sections are numbered 1, 2, 3 etc.; subsections are numbered 1.1, 1.2, 1.3 etc.; sub-subsections are numbered 1.1.1, 1.1.2, 1.1.3 etc. It is not required to add a blank line after the title of the section. Use bold style for the first level of titling, bold

italic for the second level of titling, only italic for the third level of titling, as shown in the following example:

Example of title format

1 First level title

1.1 Second level title

1.1.1 Third level title

To refer to a section, subsection or sub-subsection within the text, use **sec. X**, in bold, where X is the number of the considered section, subsection or sub-subsection.

5 Emphasized Words

To emphasize a word or a sentence use *italic*, neither bold nor underlined.

Angle quotes («») are devoted to quotations, whereas in case one wants to suggest a metaphorical interpretation of a word, double quotation marks (“”) may be used. Please, do not use too many “metaphorical interpretations”.

6 Footnotes

Footnotes are used to provide explanations that are too long to be inserted directly into the text in brackets or between two dashes. They are also used to direct the reader to complementary readings that are not mentioned in the text. They must be short and limited in number.

Footnotes appear in numerical order. To insert a footnote, the superscript number goes right after the designated word or after any punctuation mark. Footnotes must be numbered in consecutive order and written in Times New Roman, font size 10 points.

It is advisable not to abuse footnotes, because they break the reading flow of the text. In any case, they must *not* be used to provide bibliographical references (see **sec. 13**).

Examples of footnotes

This is a footnote example¹ without punctuation. Here we have an example with punctuation, indeed the superscript number goes *after* the punctuation mark.²

7 Figures

Figures must be inserted in the text, centered and without text around them (layout option: “In Line with the Text”).

¹ This is a footnote.

² This is a footnote with punctuation, where the superscript number goes *after* the period.

Every figure has a caption. The captions are identified by the word Figure and by the sequential number: Figure 1, Figure 2 etc. and are inserted after the figures, centered, with a period at the end. Leave a blank line both before the figure and after the caption.

Example of a figure with a caption

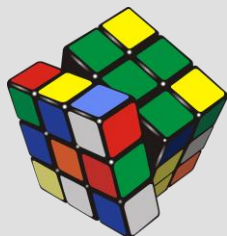


Figure 1. A picture of the Rubik's cube.

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

Examples of figure referenced in the text

As illustrated in **Figure 6**, this model offers several critical insights.

The results suggest the existence of a significant correlation between these 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 must have a resolution of at least 150 dpi and a dimension of at least 600 pixels of width (horizontal). Failure to provide these files may result in the article being excluded from publication.

8 Tables

Tables must be inserted in the text, centered and without text around them (no layout option).

Each table has a caption. The captions are identified by the word Table and by the sequential number: Table 1, Table 2 etc. and are inserted after the tables, centered, with a period at the end. Leave a blank line both before the table and after the caption.

Example of table with caption

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

Table 1. Test results.

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

Examples of table referenced 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.

9 Problems

The text of problems or exercises may be inserted:

- As figures (see **sec. 7**), in particular when they include graphic elements.
- As indented text paragraphs, leaving a blank line both before and after the text.

10 Bulleted and numbered list

The horizontal dash (-) is used to insert a bulleted list, while Arabic numbers followed by a point (1. 2. 3. ...) are used for numbered list and letters are used for subsequent levels.

Example of bulleted list

The work plan is the following:

- School activity;
- Thinking at home;
- Class discussion.

Example of numbered list

1. Planning
 - a. Decide which elements are fixed.
 - b. Pick up the unknown elements.
 - c. Read the card and decide what to do.
2. Checking
 - a. Look at the card and the situation.
 - b. Read again the card.
3. Final evaluation
 - a. Look at the solution written behind the card.
 - b. Find mistakes and correct them.

11 Transcripts

In the transcriptions of the dialogues, insert the initials of the names only, while in the text you can use the whole names, preferably not the real ones, so that the pupils are not recognizable.

To refer to a specific dialogue utterance in the text, the transcripts can be numbered. The utterance must be indicated as “line X”.

Example of transcription of a dialogue

This is the conversation between Viola and Andrea.³

1. V.: «Yes, it is right! [looking at **Figure 4**]!»
2. A.: «I’m the best!»
3. V.: «Do you want to know why it is right?»
4. A.: «Mm...».
5. V.: «This one [pointing to triangle AFB , **Figure 4**]? Two rectangles... if you draw a line [draws metaphorically the segment FH] you have another one equal to the previous one...».

Viola understands that in **Figure 4** the area of $EFGH$ is half of the area of $ABCD$ (line 1).

12 Attachments

The paper may have attachments, if they are meaningful.

³ To protect their privacy, students’ names were changed.

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

If the attachments are texts, possibly also with images, they have to be submitted in .doc, .docx, .odt, in addition to the PDF format. Especially for the teaching and learning experiences, the attachments, if possible and useful for a reproduction of the experience described in the article will also be made available in editable format for a greater usability of the material by teachers. For publishing attachments in other formats, the author is required to mention such attachments when submitting the paper.

Attachments must be numbered in consecutive order: Attachment 1, Attachment 2 etc. and underlined in the text as if it were a hyperlink: Attachment X.

Examples of reference to attachments in the text

A more detailed analysis is provided in Attachment 1.

The activity proposed to the students (Attachment 4) aimed at introducing the concept of function.

13 Quotations and bibliographic references

All references cited in the text must appear in the bibliography and vice versa.

In the text, write only the surname(s) of the author(s) and the year of publication, and possibly the page number from which the quotation is taken (if it is quoted verbatim put it between angle quotes), without any other element of the bibliographical reference.

13.1 Journal's stylistic choices

For verbatim quotations:

- The page number from which the reference is taken must always be stated.
- «Angle quotes» must be used, neither “double” nor ‘single’ quotation marks.
- Period must be put after quotes «like in this example».

The same principle applies to students' quotes/sentences (see **sec. 11**).

Example of brief quotation

Mathematical discussion is «the privileged model of collective sign production» (Bartolini Bussi, 2010, p. 50, translated by the authors).

When verbatim references (in angle quotes) are longer than 250 characters (including spaces), they must be indented and separated from the text, leaving a blank line both before and after. The bibliographic reference goes on a new line, after the quotation, aligned on the right.

Example of long quotation

Of the same opinion are Ball et al. (2005) 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. In addition to continuing to probe the ways in which teachers need to understand the topics of the school curriculum, and the mathematical ideas to which they lead, we will explore in more detail how mathematical language—its construction, use, and cultivation—is used in the work of teaching».

(Ball et al., 2005, p. 21)

In all verbatim quotations, eventual added text [text], as well as an omission [...], must be written inside square brackets.

13.2 APA style for citation and bibliography

Bibliographic references and citation must follow the APA style. The details on how to correctly cite bibliographic references using this format can be found in the following manual:

American Psychological Association. (2019). *Publication Manual of the American Psychological Association* (7th ed.). APA.