

Guidelines for the Preparation of Poster Manuscripts

1. General instructions:

The final papers and poster manuscripts will be published by the IASE. This set of guidelines is intended to help produce all presentations with the same overall format and style, worthy of Conference Proceedings.

- The templates can be downloaded from the conference website: <https://www.uni-muenster.de/GIMB/en/veranstaltungen/iase/submission.html>
- The templates are available to help you fit your manuscript to the requirements described in this document. It determines the basic structure for the paper/poster manuscript and contains document settings such as fonts, page layout, special formatting, and styles.
- All manuscripts are to be written in English. The maximum length of the poster manuscript is **one page (excluding references)**. You are required to submit your manuscript in Word format (.doc or .docx) using the website indico which will be advised to authors. The poster must be **submitted by 15 June 2025**.

2. Requirements regarding formatting and setup of poster manuscripts:

Please note that our strong recommendation is that you start your manuscript in the Poster Template that you can download from the conference website. If you use the template, most of the following details will be automatically implemented.

Paper size and margins

- Paper size should be set to A4 (21.0 cm x 29.7 cm/8.3" x 9.7").
- All four margins must be set to 2.5 cm/1.0".

Font

- All manuscripts should use 11pt Times New Roman font.

Justification

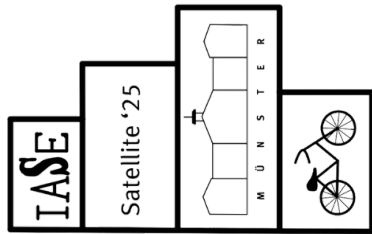
- Except for the Title/Author information (which should be centered), the poster manuscript text should be both left and right justified.

Spacing

- Single spacing throughout, including the title and author information.
- Exactly one blank line before the author(s)' name(s), section titles, the subtitles, acknowledgements, notes, references, and appendices.
- Exactly one blank line before and after tables and figures.

Headers, footers, page numbering and footnotes

- Please, DO NOT number the pages.
- Please, DO NOT use headers, footers or footnotes.
- If necessary, group numbered notes at the end of the text before the reference list.



Title/Author(s)

- Centre the title in bold Title Case (NOT UPPER CASE; you should use style=Heading 1 from the template file).
- For the remainder of the author's information, use style=Normal with centering.
- Leave one blank line between the title and the author's information.
- Give the author(s)' names, underlining the name of the presenting author.
- On the next line show the affiliation of the author(s).
- On the next line give a single contact email address.
- Leave one blank line between the author's information and the text body.

Headings and emphasis

- SECTION TITLES should be in capitals (use style=Heading 2).
- Subheadings should be italic (use style=Heading 3).
- Use only italics (not underlining, not bold) for emphasis of text.

Body text

- The first line in each paragraph is indented by 1.25 cm (0.5"). Use style=Body Text.

References

- Use style=References for your references.
- Use the American Psychological Association (APA) 7 reference style.
- No blank lines between items of the reference list. Use "hanging indent" of 0.64 cm (0.25"). For example:

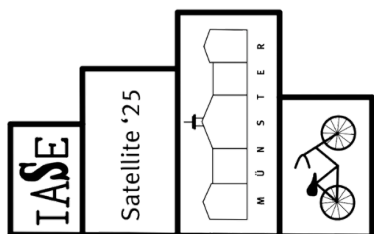
Ben-Zvi, D. & Arcavi, A. (1998). Towards a characterization and understanding of students' learning in an interactive statistics environment. In L. Pereira-Mendoza (Ed.), *Proceedings of the Fifth International Conference on Teaching of Statistics, Vol. II*, (pp. 647-653). International Statistical Institute.

Figures and tables

- Include figures and tables within the body of the poster. These should be of high quality, as should any images obtained from scanning.
- The format for Figure and Table titles must be consistent with the style the author is using (APA7).

Length

- Poster manuscripts are restricted to one A4 page (excluding references).



Using the pre-designed Word template

1. Download the Poster Template from the conference website.
2. Open the template in Microsoft Word or other software than can cope with Word documents in a compatible way (e.g. Open Office).
3. Write your own manuscript making use of the built-in styles. Do not change page size or margins.
4. Save your manuscript in Word document (.doc or .docx) format. Instructions for uploading it will be sent to lead authors before the start of the submission period.

3. General requirements to authors about preparation of posters:

1. The content must relate to the teaching or learning of statistics or data science and align with accepted submission.
2. Photographs, drawings, examples of children's work, etc., should only be included if they relate directly to the text and if they significantly assist the readers' understanding of the paper.
3. DO NOT include contact names and addresses or prices for materials available for sale. Readers can obtain these via the author/institution. Any comments about new materials should focus on their use. That is, they should report on how they were used and with what results.
4. The written permission of original copyright holders to reproduce any materials from other sources MUST be provided. A short example may usually be reproduced legally, but several examples (a whole page or a table/chart/diagram) need permission. This applies even when the author originated the material and/or works for the corporation that published it.
5. When submitting a manuscript, the lead author must agree to several conditions which address copyright, warranty and indemnity issues.

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