Title (Style 01 – Font size: 20; Alignment: centered)

Author’s name (Style 02 – Font size: 16; Alignment: centered)

Author’s affiliation (Style 02)

First headline (Style 03 – Font size: 16, Format: underline; Paragraph spacing (before): 30, not allow hanging punctuation)

First paragraph under the headline. (Style 04 – Latin text font: Times New Roman, size: 14[[1]](#footnote-1), Character spacing: normal; Alignment: justified, Indentation: 28 (first line), Paragraph spacing (before): 0, Line spacing: at least 21, not allow hanging punctuation). However, if the first paragraph is not preceded by a headline, then (Style 12 – Paragraph spacing (before): 30, other Format same as Style 04).

Second and the following paragraphs under the headline (Style 05 – Paragraph spacing (before): 12, other Format same as Style 04).

Second and the following headlines (Style 06 – Font size: 16, underline; Paragraph spacing (before): 18, not allow hanging punctuation)

First paragraph under the headline (Style 04).

Second and the following paragraphs under the headline (Style 05).

Other requirements

Page setup. Margins: top, bottom, left, right: 72, Portrait A4, No grid.

Mathematical symbols. Numerals: regular font style, e.g. 12 cm. Variables: Italic, e.g. *f* (*x*) = *x*2 . Standard functions: regular font style, for example *eix* = cos *x* + *i* sin *x* . For other mathematical symbols: insert from Symbol where possible, e.g. △*ADE* ≅ △*CFE* , ∠*ABC* = 30°. Greek alphabet: Symbol (regular font style), e.g. α + β = π . Word 2010 built-in equations editor: e.g. $\sqrt{2}$ , $\frac{1}{2x+1}$ . Equation editor 3.0: Scale: 116% , e.g.  ,  .

Footnote. Bottom of page, number font. Please refer to the footnote [[2]](#footnote-2).

Figures. (Style 08 – Alignment: centered, Indentation: 0, Paragraph spacing (before): 12; Picture wrap text: in line with text, Picture color: 0% saturation (i.e. grayscale) as shown below.

Figure number under the figure (Style 09 – Latin text font: Times New Roman, size: 14; Alignment: centered, Paragraph spacing (before): 6) as shown below.



Figure 1

When citing an article, the number of year should be stated, e.g. Chow (1997) suggested that … .

References

(Style 10 – Latin text font: Times New Roman, size: 12, Character spacing: normal; Alignment: justified, Indentation: hanging (24), Paragraph spacing (before): 6, Line spacing: at least 18, not allow hanging punctuation)

Author of book (year of publication). *Name of book*. Place of publication: Publication company. Example below.

Morris, P. (1996). *The Hong Kong school curriculum: Development, issues and policies* (2nd edn.). Hong Kong: Hong Kong University Press.

Author of article (year of publication). Title of article. In Editors. *Name of the book,* xxx– xxx. Place of publication: Publication company. Example below.

Siu, F. K., Siu, M. K., & Wong, N. Y. (1993). Changing times in mathematics education: The need of a scholar-teacher. In C. C. Lam, H.W. Wong, & Y. W. Fung (Eds.), *Proceedings of the International Symposium on Curriculum Changes for Chinese Communities in Southeast Asia: Challenges of the 21st Century,* 223–226. Hong Kong: Department of Curriculum and Instruction, the Chinese University of Hong Kong.

Author of article (year of publication). Title of article. *Name of the journal, volume,* xxx– xxx. Example below.

Capraro, M. M. (2005). A more parsimonious mathematics beliefs scales. *Academic Exchange Quarterly, 9,* 83–89.

Author’s e-mail: edumath@hkame.org.hk　(Style 11 – Latin text font: Times New Roman, size: 12; Paragraph spacing (before): 30, Line spacing: at least 18)

1. All measuring units in this template are in Points (1 inch = 72 points). [↑](#footnote-ref-1)
2. Footnote (Style 07 – Latin text font: Times New Roman, size: 12; Alignment: justified, Indentation: 15 (hanging), Paragraph spacing (before): 6, Line spacing: at least 18, not allow hanging punctuation) [↑](#footnote-ref-2)