ICMT5 Review Guidelines

The ICMT5 review process runs through an electronic submission system called [ConfTool](#). All contributions will be peer-reviewed and the IPC chair together with the LOC chair organize the review process.

Contributions should be about all issues related to the development and design, content, history and use of mathematics curriculum resources in print or digital format. The intention is to cover curriculum resources from pre-K to university settings, as well as those for home or out-of-school settings. Contributions should relate to mathematics curriculum resources (including, but not restricted to textbooks) in any medium (including, but not restricted to digital or print), and should address at least one of the conference's nine [themes](#), with the authors choosing one of the themes, which they believe is most relevant to their contribution.

The submissions should make full use of the ICMT5 template. Only papers using this format in full will be accepted. Length restrictions (eight pages for oral communications and symposia; two pages for poster proposals) should be respected.

Submissions are to be written in English.

Timeline

The IPC and LOC chairs organize an internal peer review process according to the following timeline through ConfTool:

• October 20, 2024: Submission deadline for symposia and oral communications

• November 1, 2024: Submission deadline for posters

• November 1, 2024: IPC and LOC chairs assign reviewers: two conference participants/paper authors for each submission

• December 20, 2024: Reviewers submit their first reviews

• January 5, 2025: The LOC chair sends the decision and details of revisions requested to the authors

• February 15, 2025: The authors submit a revised version with a description of the changes made

• March 20, 2025: Reviewers submit their second reviews

• March 30, 2025: The LOC chair informs the authors about the final decision

Submission and Review Process

Submissions should be original, i.e. have not been published previously. They need not be limited to completed research. On-going studies may be submitted, provided that theoretical framework and preliminary results are provided in the text submitted. Submissions should be concise (maximum 8 pages in the specified format: see template) but must contain all information necessary to inform both reviewers and other researchers.

Contributions may be presented as oral communications, symposia, or posters at the conference. The same review criteria apply to all contributions.

Two types of papers are suitable for ICMT5:

(A) Reports of studies (involving empirical or developmental research) and

(B) Theoretical essays or methodological contributions.

Reports of empirical studies should cover, as a minimum, the following:

• a statement regarding the focus and rationale of the presented research (including problem, goals and/or research questions);

• the study's theoretical framework including references to the related literature;

• a description of the research methods used (criteria for sampling and/or choice of participants; data collection instruments; data analysis procedures) ;

• results (including a sample of data additional data can be presented at the conference but some data ought to accompany the proposal) ;

• final remarks or conclusions, indicating the significance of the paper.

Theoretical essays and methodological contributions should cover, as a minimum, the following:

• a statement regarding the focus, the rationale and the aim of the theoretical or methodological contribution;

• a statement about the paper's theoretical, philosophical or methodological framework including references to related literature;

• a clearly articulated statement of the author's position on the focus or theme and of the arguments that support this position;

• implications for existing and further research in the respective area.

Accordingly, reviewers are supposed to judge each proposal in terms of the following criteria:

1) Rationale, aim/goals, research questions

2) Theoretical framework and related literature

3) Methodology / statement of authors position and argumentation

4) Statement and discussion of results / Implications for existing research in the area

5) Clarity

6) Adherence to the ICMT5 template and APA 7 style

In the *first* review, reviewers need to make a clear recommendation on each submission, choosing one of the four points of view referring to the acceptance of a submission for presenting at the conference:

ACCEPT without further modification

ACCEPT with modifications as detailed below

REJECT but resubmit as a poster

REJECT

Reviewers are expected to provide comments that explain their evaluation of the proposal regarding the different categories and suggestions for improvement in a free text field for the authors.

In the second review, reviewers evaluate whether the authors have attended to their suggestions for amends/comments and make a clear recommendation on each submission, choosing one of the three points of view referring to the acceptance of a submission for the conference:

ACCEPT without further modification

ACCEPT with modifications as detailed below

REJECT

Reviewers are expected to provide a short comment that explains their evaluation of the proposal regarding the different categories and in the case of "ACCEPT with modifications as detailed below", also provide suggestion(s) for improvement in a free text field for the authors.