

Paper Submission Part 1.

SAARMSTE Conference 2025 - Paper Options

HOW TO CHOOSE AND SUBMIT A CONFERENCE PAPER

1. Find **Paper Options B** below to make your choice of paper, (i.e. long paper, short paper, snapshot, poster paper, symposium), and to study the criteria required in each option.
2. Ensure that your paper fits within one of the subject strands, and one of the area strands. **Refer Section C** entitled 'Paper Focus' - for further information.
3. Note: the process for paper submissions should be carried out in 2 parts:

Part 1: Complete and submit: A **Cover Sheet**, found on SAARMSTE Website

<https://www.saarmste.org/conference>

Part 2: Submit a copy of the **full paper** as an attached Word Document, (NOT pdf). Include, at the top of the full paper the following: title of the paper; presentation type (i.e. long paper), subject strand, (i.e. mathematics, science or technology) and area strand (i.e. primary, secondary etc. see options under heading: Area Strands, page 8).

4. Only when both submission parts are complete should the paper be sent for reviewing purposes.

Note: * Abstracts of accepted papers will be included in the hard copy Conference Programme with day-to-day schedule of presentations

B. PAPER OPTION ARE:

1. LONG PAPERS		
<p>Word count:</p> <p>Full paper: 4 500 – 6000 words (excluding Abstract but including Reference List. Maximum words: 6150</p>	<p>Submission deadline date:</p> <p>Friday 22 July 2024 Email to: saarmste@gmail.com</p>	<p>Final submission date for re-worked papers: Monday 30 September 2024. Email to: saarmste@gmail.com</p>
<p>Format: Similar to articles / papers required by journals: i.e. abstract, introduction, literature review/conceptual framework, theoretical framework, methodology, findings, discussion and conclusion. Author details must be excluded for double blind peer review</p>		
<p>Reviewing process:</p> <ol style="list-style-type: none"> 1. Long papers will be reviewed by at least 2 qualified reviewers. On completion the main author is advised of the outcome. 2. If the paper is accepted with modifications, the re-worked papers must be submitted as noted above, to: saarmste@gmail.com by 30 September 2024. 3. Should a long paper be accepted as a short paper, the author(s) will be asked to reduce the length of the paper to re-submit as a short paper by 30 September 2024. 		

Further information:

1. Accepted long papers are published in the accredited Conference Proceedings and are eligible for DHET subsidy funding.
2. The Review Panel presumes that:
 - a. the paper is original and has not been published elsewhere.
 - b. permission has been granted by the author for the accepted long paper to be published in the Conference Proceedings; and
 - c. at least one of the authors is registered and will attend the conference to present his/her accepted paper.

Programme requirements: by 30th November 2024, author(s) with accepted long papers are required to prepare and submit:

1. Paper Power-Point Summary slide for entry into a **competition**. Details and template to follow, **OR**,
2. Paper Power-Point Presentation Slides, (maximum 10).

During the Conference thematic programme sessions author(s) are expected to present a short summary of themselves and their paper, (20 minutes maximum), to attending delegates and co-chairs. Followed by interaction through Question and Answers from the floor (10 minutes maximum).

2. SHORT PAPERS

Word count:

Full paper: 1 650 words
(excluding Abstract but including Reference List).
Abstract: 100 – 150 words
Maximum words: 1800

Submission deadline date:

Friday 22 July 2024. Email to:
saarmste@gmail.com

Final submission date

for recommended Extended Short Paper: Monday 30 September 2024. Email to:
saarmste@gmail.com

Short Paper content:

1. These should include: abstract, introduction, literature review/conceptual framework, theoretical framework, methodology, findings, discussion, and conclusion.
2. Short papers should highlight preliminary findings and the significance of the research.

Reviewing process:

Short papers will be reviewed by 2 qualified reviewers. On completion the main author is advised of the outcome.

The reviewer may advise:

- i. Accept with no reservations, or
- ii. Accept as a Snapshot, or
- iii. Reject the paper as being unsuitable.
- iv. In some cases the reviewer may accept the paper and suggest that the author(s) develop the short paper into an extended short paper of 3 600 words. This may be useful for authors who wish to register for the writing clinic and/or submit a paper to a journal.

Extended short papers must be emailed, as an attached Word document, to the Secretariat at saarmste@gmail.com by 30 September 2024.

Note: *In the event that the short paper is accepted as a snapshot, an amended paper should be re-submitted to the Secretariat at saarmste@gmail.com by 30 September 2024.

Further information:

Short and Snapshot papers are recorded in the 2025 electronic record of Research Papers in Mathematics, Science and Technology Education. Short papers are **not** eligible for DHET subsidy.

Programme requirements: by 30th November, author(s) with accepted short papers are required to prepare and submit:

1. Paper Power-Point Summary slide for entry into a **competition**. Details and template to follow, **OR**,
2. Paper Power-Point Presentation Slides, (maximum 10).

During the Conference thematic programme sessions author(s) are expected to present a short summary of themselves and their paper, (15 minutes maximum), to attending delegates and co-chair. Followed by interaction through Question and Answers from the floor (5 minutes maximum).

3. SNAPSHOTS

<p>Word count:</p> <p>Full snapshot paper: 1 650 words (excluding Abstract, but including Reference list)</p> <p>Abstract: 100-150 words *</p> <p>Maximum words: 1800</p>	<p>Submission deadline date:</p> <p>22 July 2024. Email to: saarmste@gmail.com</p>	<p>No revisions will be required.</p>
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Snapshots focus on emerging research and need not necessarily include results. Their purpose is to receive feedback from an interested audience of like-minded delegates.

Snapshot paper content:

1. These should include: abstract, introduction, literature review, methodology, references and the way forward.
2. Note reviewers look for *interesting topics on emerging research*.
3. Feedback is provided to the authors.
4. No revisions are required as snapshots are still 'research in progress'.

Reviewing process:

Snapshot papers must be reviewed by 2 qualified reviewers. On completion the author(s) is advised of the outcome.

The reviewer may advise:

- i. Accept with no reservations, or
- ii. Accept as a Poster Paper, or
- iii. Reject the paper as being unsuitable.

No revisions are required as snapshots are still 'research in progress'.

Programme requirements: by 30 November, author(s) with accepted snapshot papers are required to prepare and submit:

1. Paper Power-Point Summary slide for entry into a **competition**. Details and template to follow, **OR**,

2. Paper Power-Point Presentation Slides, (maximum 10).

During the Conference thematic programme sessions author(s) are expected to present a short summary of themselves, and their paper, (10 minutes maximum), to attending delegates and co-chairs. Followed by interaction through Question and Answers from the floor (5 minutes maximum).

4. GUIDED POSTER PAPERS

Word count:

Full poster paper: 1 650 words
(excluding Abstract, but including reference List)
Abstract: 100-150 words
Maximum words: 1800

Submission deadline date:

22 July 2024. Email to:
saarmste@gmail.com

No revisions will be required.

Poster paper content:

1. A Word document providing an outline of the content of the poster. The actual poster is not submitted for review, a Word document is.
2. The poster paper should contain a brief outline of the main features of the author's research, similar to a short paper with abstract, introduction, literature review and references.

Note: Author details must be **excluded** for a "blind peer review".

Reviewing process:

1. Reviewers look for interesting topics for further research with content that illustrates the main features of the intended research.
2. Feedback is provided by the reviewers.

Programme requirements: by 30th November, author(s) with accepted poster papers are required to prepare and submit:

1. Paper Power-Point Summary slide for entry into a **competition**. Details and template to follow, **OR**,

2. A one-hour session is allocated to the presentation of all guided posters. During this time fellow researchers will circulate in the hall/foyer to read the posters.

Fellow researchers will ask questions, encourage discussion and make suggestions (hence the term, 'guided posters').

Authors are expected to remain with their poster for the full hour.

Posters must be brought to the conference. Posters should be no smaller than A1.

5. SYMPOSIA / PANEL DISCUSSION

<p>Length:</p> <p>Full symposium paper: 1 650 words (excluding Abstract but including Reference list).</p> <p>Abstract: 100-150 words *</p> <p>Maximum words: 1800</p>	<p>Submission deadline date:</p> <p>22 July 2024. Email to: saarmste@gmail.com</p>	<p>No revisions required</p>
<p>Symposia content:</p> <ol style="list-style-type: none"> 1. Symposia comprise discussions around a central theme or issue where different points of view, approaches, debates, or analysis of the same issue are presented. 2. The paper should provide a short outline of the whole symposium. 3. Details of each speaker’s contribution should be outlined, including how these come together to create a forum for discussion and debate. 4. <i>What the symposium is not:</i> <p>It is not a platform for a collection of short papers presented under the auspices of one supervisor or researcher.</p> <p>Note: Author details must be excluded for a “blind peer review”.</p>		
<p>Reviewing process:</p> <ol style="list-style-type: none"> 1. Reviewers look for: <i>interesting topics on one central theme which promotes interaction between presenter(s) and attending delegates</i> 2. Feedback is provided, but no revisions are expected. 		

C. PAPER FOCUS should fall within on **one** of the following **Subject Strands**:

No.	Subject: Mathematics	Subject: Science	Subject: Technology
1.	Mathematical Literacy	Natural Science	Design and Technology Education
2.	Mathematics	Biology	Engineering Education (Civil, Robotics Mechanical, Process, Material, Robotics Mechatronics, Textile Technology etc.)
3.		Chemistry	Indigenous and Appropriate Technology Education
4.		Physics	Information and Communication Technology (ICT) Education

Within **one** of the following **Area Strands**:

Primary education	Initial teacher education
Secondary education	Continuous teacher education
Tertiary education	Out-of-school education

As indicated, the SUBMISSION DEADLINE for all options outlined above is 22 July 2024