

Title Written with a Capital Letter at the Beginning of Each Word
(Microsoft Word template style: *Paper Title*)

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(Microsoft Word template style: Author Name)

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Submitted <i>dd-mm-yyyy</i>	Reviewed <i>dd-mm-yyyy</i>	Accepted <i>dd-mm-yyyy</i>	Copyedited <i>dd-mm-yyyy</i>	Published <i>dd-mm-yyyy</i>
How to Cite:	Author Name1, Author Name2, Author Name3. Year. Article Title. <i>Issues in Mathematics Education</i> . Volume (), Number (), Pages (-). https://doi.org/10.35580/imed.v1i1l.8756			

Abstract. *The abstract is formatted using the Microsoft Word template style: Abstract. Every article must include an abstract. The abstract begins with the word “Abstract”, followed by a full stop, printed in bold at a normal font size of 10. The abstract is written in both English and Indonesian as a single paragraph of 100 to 200 words.*
Keywords: *A maximum of 5 key terms (use the Microsoft Word Template style: Keywords)*

Abstract. *To format the abstract, use the Microsoft Word template style: Abstract. Each article must include an abstract. The abstract begins with the word “Abstract”, followed by a full stop, in bold font, and then continues with a normal 10 point font. The abstract is written in both English and Indonesian. The abstract consists of 100 to 200 words.*
Keywords: *A maximum of 5 key terms (Microsoft Word Template style: Keywords).*

INTRODUCTION (HEADING LEVEL 1)
(MICROSOFT WORD TEMPLATE STYLE: *HEADING 1*)

This document provides guidelines for preparing your article using *Microsoft Word*. The following section introduces the paragraph styles for heading level 1, level 2, and level 3.

- Heading level 1 comprises the **Introduction**, **Research Method**, **Results and Discussion**, **Conclusion**, and **References**. **Literature Review** and **Suggestions** sections are optional. Heading level 2 is a subsection of heading level 1, whereas heading level 3 is a subsection of heading level 2.
- Each heading is labelled with its level (1, 2, or 3), for example, “(Heading Level Two)”, which serves only as guidance and should not be written in your article. Below each heading, the paragraph style is indicated, for example “(Microsoft Word template style: Heading 2)”. This is likewise not part of the heading and should not be written in your article; it merely indicates the style to be applied.
- Bulleted paragraphs use the Microsoft Word Template Style: Paragraph (bulleted).

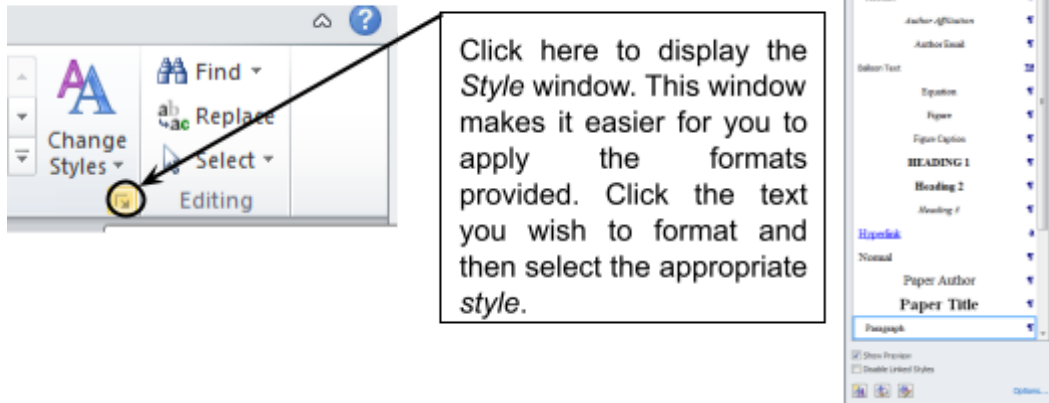
Paragraphs are formatted using the *Microsoft Word template style: Paragraph*.



How to Use *Paragraph Styles* (Heading Level 2)

(Microsoft Word template style: *Heading 2*)

Berikut cara memunculkan jendela paragraph styles:



How to Use the Article Template (Heading Level 2)

(Microsoft Word template style: *Heading 2*)

You may directly modify or delete the content of this template and replace it with the content of your own article. Please ensure that no part of this template remains as part of your article.

Capitalisation in titles and headings (Heading Level 3)

(Microsoft Word template style: *Heading 3*)

In the title, not every word begins with a capital letter. Prepositions such as “for”, “on”, “in”, and “with” remain in lowercase. Level one headings are written entirely in capital letters. Level two headings capitalise the first letter of each word except prepositions. Level three headings use a capital letter only at the beginning of the sentence.

OTHER SPECIFICATIONS (HEADING LEVEL 1)

(MICROSOFT WORD TEMPLATE STYLE: *HEADING 1*)

Writing Equations/Mathematical Formulas (Heading Level 2)

Equations must be centred and followed by their sequential equation number. Equations are written as follows.

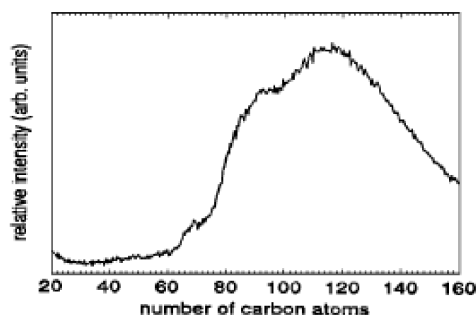
1. Use the *Microsoft Word template style: Equation*
2. Press the Tab key twice
3. Between the two tabs, insert the desired equation using the Insert, Equation menu
4. At the end of the second tab, insert the sequential number of the equation.

$$a + b \quad (1)$$

Figures (Heading level 2)

(Microsoft Word template style: *Heading 2*)

Insert one blank line between the text and the figure below it. If more than one figure is to be combined, the use of a table is recommended.



(a)



(b)

FIGURE 1. The figure caption uses the *Microsoft Word template style: Figure Caption*. The label “**FIGURE 1.**” is written in bold capital letters. If a figure consists of more than one image, each image is labelled (a), (b), and so on.

Cite figures sequentially in the text. Place each figure as close as possible to its citation in the text. Figure captions are written in *font size 11*, Times New Roman. The label “**FIGURE 1.**” is written in bold capital letters followed by a full stop.

Tables (Heading Level 2)

(Microsoft Word template style: *Heading 2*)

Use the following *table style*. Tables use horizontal rules only where necessary and contain no vertical column lines.

TABLE 1. This caption is formatted using the *Microsoft Word template style: Table Caption*. The label

“**TABLE 1**” is written in bold capital letters. Table captions are centred. Text within the table uses *font size 11*.

Column Heading	Column Heading	Column Heading
Row Heading	X	X
Row Heading	X	X
Row Heading	X	X

Transcripts

The label “**TRANSCRIPT 1**” is written in bold capital letters. An example of an interview transcript is presented below. In addition, transcripts are numbered and cited in the text

TRANSCRIPT 1

P4-W21 : Okay, next, for question number 4, what information is given?

VH-W21 : *For question number four, it is given that there are five domes, but their sizes differ in a ratio of 1:2; three domes measure 8, 8, and 12 cm, and the other one is twice that size.*

CITATIONS (HEADING LEVEL 1)

The following explains how to cite sources.

Citing a single author. Use the surname of the author. Example:

- Goodnough (2011) states that ...
- Collaborative action research can be conducted in science classrooms (Goodnough, 2011).

Citing two authors. Use the surname of each author. Example:

- Herbst-Dam and Kulik (2006) state that ...
- Patient survival time (Herbst-Dam & Kulik, 2006)

Citing more than two authors. In the first citation, write the surnames of all authors. In subsequent citations, write only the surname of the first author followed by “et al.” Example:

- Varberg, Purcell & Rigdon (2007) state that
- The central limit theorem ... (Varberg et al., 2007)

DECLARATIONS

Artificial Intelligence Use Statement (Select One)

- *The authors used [AI name, version] to [edit the language / refine the writing conventions / assist with preliminary analysis]. All outputs were reviewed and verified by the authors, who take full responsibility for the content of this article.*
- *The authors declare that no artificial intelligence was used in the preparation of this article.*

Author Contribution Statement

Author	Contribution

Funding Statement (Select One)

- *This research was funded by [institution/scheme name] under contract number [contract/decreed number] in [year].*
- *This research received no funding from any governmental, private, or non-profit agency.*

Conflict of Interest Statement

The authors declare that there is no conflict of interest regarding the research, authorship, or publication of this article.

REFERENCES (HEADING LEVEL 1)

All sources cited in the manuscript must be included in the reference list, and conversely, all sources in the reference list must be cited in the manuscript. Authors are strongly encouraged to include reliable and

credible sources. References are arranged alphabetically. The following are the reference formats for several types of sources (following the APA *style*). A minimum of 25 references is required.

- Goodnough, K. (2011). *Taking action in science classroom through collaborative action research*. Rotterdam: Sense Publishers.
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