

## **CERME15 Guidelines for Authors**

CERME deliberately and distinctively moves away from research presentations by individuals towards collaborative group work. Its main feature is the Thematic Working Group (TWG), whose members work together on a common research domain. TWGs will have about 13 hours over four days in which to meet and progress their work.

Conference participants are expected to join only one TWG and to attend all sessions dedicated to the work of that TWG. In addition, there will be plenaries and a poster session. There will be 31 TWGs at CERME15.

Details about the focus of each TWG, including their Call for Papers, can be accessed [here](#). If you submit a paper or a poster proposal, you need to assign your contribution to one of these TWGs (and indicate a possible second TWG). If you are unsure about which group your paper/poster fits best, please indicate this in the “Additional Comments” field when submitting. The receiving TWG leader will consult with the co-leaders and the International Programme Committee (IPC) and, if necessary, forward it to another group, informing you about what has been done. Each participant can act as co-author in several contributions, but as first author of only one paper or poster proposal.

All papers go through an open review process in which those who submit papers are asked to act as peer reviewers for other papers submitted to their TWG. Each prospective presenting author will be asked to review up to two papers. Co-authors may also be asked to participate in the review process. Poster proposals are reviewed by the TWG leaders and co-leaders. Papers that do not fulfil the layout and template requirements (see [Paper-poster-template CERME15](#)) may get a desk reject before sending it to reviewers. TWG leaders can also decide to reject a paper if its authors do not contribute sufficiently to the review process. The conference collaborative work starts during the review process.

After the conference, proceedings will be published, in which accepted and revised papers from each TWG are grouped together with an overview of the group’s work. Acceptance of a paper or a poster in the TWG at the conference does not automatically guarantee publication in the post-conference proceedings; they often need to be modified according to the specifications of the TWG leaders and the feedback received in the TWG. For the proceedings, the aim is to be inclusive, and in the meantime ensure the quality of what is published. Only papers or posters which were presented at the

conference by at least one of the authors can be published in the conference proceedings. More details are given in the [Guidelines for Reviewers](#).

Collections of CERME papers from one or more TWGs may be published in books or special issues of scientific journals. The authors may also explore other publication alternatives for their papers, such as journal articles and book chapters, always indicating that a previous version was presented at CERME. The copyright of each paper rests with the authors, unless different provisions are made for publication with the authors' agreement.

Please read in conjunction with the [Guidelines for Reviewers](#) and for [TWG Leaders](#).

### **Template for Paper and Poster Proposals**

Please ensure to read the **Guidelines for [Paper and Poster Submission](#)**, which detail the process for both paper and poster submissions. For your convenience, and also in order to achieve a uniform appearance for all CERME15 papers, we provide a template for your submission.

[Paper-poster-template CERME15](#)