

## SUBMISSIONS

### 11<sup>th</sup> IEA International Research Conference (IEA IRC), Rome, Italy

#### Proposal guidelines

We invite proposals for individual papers, symposia, and posters.

Submissions **must** fit one of the conference strands:

- **Methodology:** for contributions concerned with analytical methods, their effective use and improvement, as well as advancement of IEA studies.
- **Policy:** for contributions offering insights for all stakeholders in the field of education who need to make data-based decisions.
- **Practice:** for contributions that provide actionable knowledge for teacher educators, teachers, parents, or other practitioners in the field of education.
- **IEA Studies and Publications:** for contributions devoted to secondary analysis of a particular IEA study or topics using data across multiple IEA studies.

Please note that all submissions to the IEA IRC **must** be:

- **Based on IEA data** and relevant to IEA's mission
- **Submitted as an anonymous PDF** by not including any author names on the cover page or other pages of the uploaded PDF
- **Written in the form of a complete narrative article**, whether the underlying research is still in progress or presented as a final version
- **Written in English**

Submissions that fail to meet these criteria will not be accepted for review.

Submissions may have more than one author, and authors are welcome to submit more than one proposal.

#### Online submission

All proposals must be submitted via the online submission system, [ConfTool](#) (available from **1 September 2024**). To access the system, you will have to create a user account. Please create only one account and keep your username and password safe. The same account will be used for proposal(s) submission, accessing the review results, uploading updated abstract(s), and subsequent registration for the conference. After establishing a user account, you will be asked to validate your email address; this is necessary for the system to link your account to any submissions for which you are listed as an author/co-author.

Please note that you must create a new Conftool account even if you have participated in previous IRCs. When creating the account, please add the details (name and institution) as you would like to be added in the program.

Once you have logged into the system, you will have the opportunity to upload, review, and update your proposal at any time before the submissions deadline (**31 December 2024 at 11:59pm CET**).

Please have the following information ready, as it will be required during the submission process:

- Your full name, institutional affiliation, and email address
- The full name, institutional affiliation, and email addresses of all listed authors/co-authors
- Name of topic/thematic strand(s)
- Proposal title
- Proposal abstract
- Any other submission specific criteria defined below

## Proposals

All proposals must clearly highlight the scholarly/scientific significance of the study as well as make it clear how it uses IEA data, connects to IEA studies, and the IRC strands.

In general, proposals should present original research that has not been published elsewhere. **If you would like to present your work that has been already published with IEA, please address your proposal for a paper or symposia directly to [irc@iea.nl](mailto:irc@iea.nl).** We will determine whether it is possible to accommodate it within the IEA studies and publications strand.

All proposals require a title (no more than 15 words) and an abstract (400–450 words). It is essential that abstracts include relevant context, clear aims, and a short summary of the general findings. Abstracts should not contain references or undefined abbreviations. The abstract is an important aspect of your proposal as abstracts of all accepted proposals will be published in the 11<sup>th</sup> IEA IRC program. Therefore, a well-constructed abstract will encourage delegates to attend your presentation.

Proposals must be submitted in PDF format. Full articles and other text in excess of the maximum word count, PowerPoint slides, summary tables, or proposals to write a paper will not be considered. Please refer to the General Guidelines for Submission section for other guidelines to consider when writing your proposal.

Three different types of submissions are possible: individual paper proposals, symposia proposals, and poster proposals. Each submission type has slightly different requirements, so please carefully read the criteria outlined below.

**Individual paper proposals** should describe an original research study. Paper proposals **must not exceed 2,000 words** (3–4 pages) including the abstract but excluding references and graphic elements. It should be organized in the following sections:

- An abstract introducing the proposal and explaining its relevance, and link to IEA studies, the main aim(s), methods, findings, and key conclusion(s)
- Up to five keywords
- An introduction outlining the objective/purpose, educational or academic significance or novelty of research, perspectives, and/or theoretical framework
- Data sources, methods, statistical techniques, and/or modes of inquiry
- Results and discussion
- Conclusions and/or point of view
- Graphic elements if not included in the sections above
- References

**Symposia proposals** should include a minimum of 3 and a maximum of 4 symposia papers. The proposal should include a clear rationale and aim(s) for the symposium, and an overall symposium abstract. Each paper included in the proposal should be described by its own abstract that explains the relevance, main aims, methods, findings, and key conclusions. The symposium coordinator must submit the abstracts of all symposium papers together on behalf of their group. The complete submission **must not exceed 2,000 words** (3–4 pages).

Proposals should recommend a suitable symposium chair and a discussant. These individuals must be separate from the presenting authors of the individual papers. The symposium coordinator is responsible for ensuring that all symposium authors attending the conference are registered for participation in the system prior to the registration deadline for presenters (18 April 2025).

**Poster proposals** require a title and an abstract (400–450 words) that explain the relevance, main aims, methods, findings, and key conclusions of the research.

Please note that poster submissions are eligible for consideration for the **Constantinos Papanastasiou Poster Prize**. At each IRC, IEA awards a poster prize of €500 for the best poster submitted, in memory and recognition of Professor Papanastasiou's enthusiastic long-term contributions to building and supporting the educational research community we enjoy today. Submitting a 400-to-450-word poster proposal is a great way to engage and get acquainted with IEA studies and data, particularly for participants attending the IRC for the first time.

At the 11<sup>th</sup> IEA IRC, the top posters will be determined through popular vote by conference participants. The top submissions will be reviewed by an expert committee to select the winner, who will be awarded the Constantinos Papanastasiou Poster Prize. Posters will be judged based on their technical content, design clarity, and visual appeal.

In planning the final poster, please note that the poster should be no more than A1 size in format (594mm x 841mm). Accepted poster proposals will receive more detailed information closer to the conference.

Authors are responsible for printing and transporting their A1 poster to the conference and are encouraged to provide a few A4 copies of the poster for distribution among the interested IRC audience, or to add a QR code on the poster where interested colleagues can download the poster or any related information.

## Review criteria

Each proposal will be reviewed anonymously by two reviewers. Submissions will be assessed for their relevance to the purpose of the conference and their quality, according to the following criteria:

- Link to IEA studies/data and relevance to IEA
- Clarity of the research purpose and theoretical underpinning
- Appropriateness of the foreseen/performed analysis
- Significance of the research and/or its practical use/implications
- Coherent language and appropriate use of figures and/or tables

Please keep in mind that proposals that are completely unrelated to IEA studies, are overly general, or lack required information are likely to be rejected. It is important to be as precise and clear as possible when describing your research so that the reviewers are able to evaluate its merits.

Language mistakes may also impede reviewers' abilities to understand the content of the proposal; please take steps for internal and/or external proofreading and editing as necessary.

We appreciate that methodological studies often use simulated data. For such simulation studies, the following conditions must apply:

- The proposal must clearly demonstrate the benefit for IEA and its data.
- The simulated data must mimic a population of interest of one of the IEA studies, for example, science achievement and related background data of fourth-grade students.
- The research must include application or demonstration of the method on IEA data.

## Final abstracts update

If your proposal **has been accepted**, please address any suggestions made by the reviewers before you present your contribution at the conference. At the conference you will have 15-20 minutes for your presentation.

You do not have to upload a final contribution within the submission system.

You will, however, have the opportunity to upload an updated abstract (maximum of 450 words) of your contribution until **18 April 2025 at 11:59pm CET**. Please review the title, abstract as well as the co-authors' details very carefully, as they will be used to construct the conference program.

Abstracts of all accepted contributions will be included as submitted within the virtual IEA IRC conference program. Please note that IEA will not be proofreading any abstracts.

In addition to submitting your final abstract, please remember to register as a conference participant. Registration opens on 1 October 2024. All presenting authors **must** register for the conference by the presenter registration deadline of **18 April 2025 at 11:59pm CET**.

Please be prepared to present at any session on any day of the conference. We cannot guarantee specific time slots or changes to the session schedule.

## General Guidelines for submissions IEA IRC 2025

### **Spelling**

The use of American English (please consult [the Merriam-Webster's Collegiate Dictionary](#)) should be consistently applied throughout the manuscript.

### **Abbreviations and numbers**

Technical terms and abbreviations should be defined the first time they appear in the text. Please always use internationally accepted signs and symbols for units (SI units). Numerals should follow the British/American method of decimal points to indicate decimals, and commas to separate thousands in numbers of more than four digits.

### **Inclusive language**

IEA is committed to using affirming and inclusive language free of bias and promoting the fair treatment of individuals and groups. Authors are required to avoid language that might imply bias against persons based on gender, sexual orientation, racial or ethnic group, disability, socioeconomic status, age, or any other bias against one person or group.

### **Figures and Tables**

Figures and tables (display items) are often the quickest way to communicate large amounts of complex information that would be complicated to explain in text. Many readers will only look at your display items without reading the main text of your manuscript. Therefore, ensure your display items can stand alone from the text and communicate clearly your most significant results, and give each table and figure a caption that ensures that the graphical content is comprehensible without reference to the main text.

When deciding which of your results to present as display items consider the following questions:

- Are there any data that readers might rather see as a display item rather than text?
- Do your figures/tables supplement the text and not just repeat what you have already stated?
- Have you put data into a table that could easily be explained in the text, such as simple statistics or p values?

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Please place tables and figures as close as possible to their first citation. Number tables and figures consecutively and ensure that all tables and figures are cited in the text in sequential order. Never write “the following table/figure.” Ensure that you cite the number instead.

Remember to describe your results and do not repeat detailed information that is already contained within your supporting tables, figures, and statistics. It is recommended that authors add information so all readers can understand the meaning of data presented in the tables and figures. Please note that a consistent sans serif font (8–10 pt) is best for figures, and you should avoid effects such as shading, outlining letters, etc.

### **References**

The reference style that should be followed is the style for “Social Sciences, Psychology” (also known as [APA style](#)). All references should be included at the end of each chapter.

### **Permissions**

We advise authors to contact the copyright holders of any third-party material as soon as possible, as it may sometimes take quite some time before permission is granted.

### **Useful references**

[A short list of commonly misused words](#)

[The Purdue online writing guide to APA style](#)

A brief, but comprehensive summary of the basics of good academic writing is: Lertzman, K.P. (1995). Notes on writing papers and theses. *Bulletin of the Ecological Society of America*, 76: 86-90. Although the original is a pay download, this paper is widely cited by universities when teaching presentation, and thus may be downloaded freely from many university websites.