



Editorial information

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Editorial information

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The proceedings which the reader just opens is a shared product of many people, beginning with the authors of plenaries and papers from Thematic Working Groups (TWGs), the TWG leaders, and ending with the two editors.

So far, the process of editing CERME proceedings has not been openly discussed and the editors of previous proceedings approached the task differently. In order to take a step forward, we decided to describe the process here in a more detailed way, in particular highlighting innovations. This might allow the new editors for CERME10 to follow in our steps and improve the process further.

The work on the proceedings of CERME9 started immediately after the conference itself in February 2015. Already some weeks before CERME9, all TWGs presentations as well as abstracts of all plenary presentations had been available on the conference website as a kind of pre-conference proceedings. Then, the authors of TWG contributions were advised to elaborate their papers in order to meet the standard of proceedings papers of CERME, in particular, taking into account feedback they received during CERME9. In the next stage, the TWG leaders evaluated all the papers and posters and negotiated any necessary changes with the authors. This stage ended by sending the papers as complete bundles to the two editors, including letters of consent that the papers can be published in the Hall database (see below).

The proceedings consist of two main parts. The first part includes the texts of invited plenary activities, that is, the two plenary lectures and the plenary panel. There was no review process as such, but the editors commented on the papers (see below). The main part of the proceedings consists of 20 “chapters”, each of them devoted to one TWG. Each chapter starts with a short introduction written by TWG leaders. In the

cases of TWG09 and TWG20, the leaders responded to our call for a special kind of introduction, which is more than a short text about the papers in the TWG and a brief summary. Their introduction is rather a research paper on the advances in the topic of the TWG, however, relating it also to the developments in this field besides CERMEs.

The research reports and posters following the introduction are ordered alphabetically. All reports were reviewed twice. Prior to the conference, the papers were peer reviewed by authors from the same TWG and by at least one TWG leader. After the conference, the papers were reviewed again. TWG leaders and co-leaders acted, in fact, as chapter editors for the proceedings. They were responsible for checking the quality of the papers. Papers include accepted research papers (with a maximum of 10 pages in the original template) as well as summaries of accepted posters or short versions of not-accepted research papers (both with a maximum of 2 pages in the original template). The goal was to have all discussed papers and posters in the proceedings, if their quality allows. It was up to the TWG leaders to decide whether the final acceptance of the paper is done by them and co-leaders only, or whether people from the TWGs (e.g., former reviewers or new ones) are asked to help.¹ If the TWG leaders were unsure about the quality of the paper, they could ask the TWG liaisons in the IPC for help with the decision (before communication with the authors again), or the editors directly (this happened in two cases only).

1 For instance, when the modifications were major and the original reviewer should check them, or when the original reviewers did not agree on their decision, a different reviewer could see the modified version of the paper after the conference.

a) Editorial process for the plenary contributions

The texts for two plenaries and one panel were read and commented on by both editors. The comments were sent to the authors and they considered them. This process repeated until the editors and authors agreed that the papers were in good shape to be included in the proceedings.

b) Editorial process for the TWG introductory texts

The common CERME introductory texts were read by the two editors in order to check for any inconsistencies. The two special introductions were peer reviewed by both editors and by the leader of the second piloting TWG. The aim was to do a first systematic attempt to have all content-related texts in the proceedings (also introductions to TWGs) as research papers. This might help readers to better range the work of a TWG in the international context, might offer TWG leaders a second opportunity for a peer-reviewed paper, and, of course, contributes to raising the quality of CERME proceedings.

c) Editorial process for research papers and posters

All the files of research papers and posters were gone through by the two editors in the following way: The abstract and keywords were read in full and the rest of the text was scanned in order to see whether the language and content seemed to be on a good level. Only two papers had to be sent to their authors again to be proofread and several posters were sent to their authors so that they included an abstract and keywords. Then, the list of references were scanned in order to see whether the APA style was kept by the authors. We have to mention that there were several challenges in this area. Several papers had to be sent back to their authors to improve the literature as bibliography items missed a lot of information such as pages, editors, publisher, place of publishing. There were even problems with the name of the journal or the source document, etc. When it was possible, the editors made the changes themselves. However, the whole process was very time-consuming and finally, the editors had to give up on polishing the bibliography sections of papers and thus the APA style is not totally

followed (but it is always clear what the bibliography item refers to).

After that, the approved texts were sent to the typographer (who had made a suggestion for the layout of the proceedings previously). This time we went, hopefully, for a more professional look of the proceedings, different from the mere saving of Word files into pdfs. Of course, it meant more work for the typographer, editors and also TWG leaders.

Each chapter of the proceedings related to TWGs underwent several rounds of proofreading. When the pdf files were made by the typographer, the two editors scanned the files for any typographic errors, inconsistencies (e.g., in the numbering of figures, fonts used for different parts of the text) and problems possibly caused by the transfer of the file into pdf. These changes were sent to the typographer who prepared the second version of the text which was sent to the TWG leader. His/her task was to check the files for the TWG chapter again: whether all papers were included and in the appropriate (alphabetical) order and none was omitted, whether, by mistake, some table or figure or mathematics formula disappeared and any other issue which might draw his/her attention. After their comments were taken into account by the typographer, the pre-final version was checked by the editors again.

The process was similar for the plenary texts.

The proceedings of CERME9 will be the first ones to be uploaded to Hal archive website <https://hal.archives-ouvertes.fr>. The ERME Board made this decision in order for proceedings to be openly available, easily searchable and downloadable and overall, more visible. It is assumed that all new proceedings will be put on the same website so that they are not in different places and elaborated in different ways. Some previous proceedings are downloadable as separate files only, some as a complete file. The Hal database enables both options. That is, the papers can be organised according to the TWGs (chapters) but can also be downloaded as separate files.

We wish the readers a pleasant journey through the ideas raised at CERME9. We thank all people mentioned above greatly contributing to these proceedings!