

# AUTHOR GUIDELINES

## for *Mathematics Teacher*

Writing about your work and getting published can be a rewarding personal and professional development experience. Following are author guidelines formulated by the *MT* Editorial Panel.

### Qualitative Considerations

- Preference will be given to articles with the potential for direct classroom application, especially those providing evidence of classroom practice (including discussion of classroom activities, photographs, or examples of student work).
- Manuscripts from classroom teachers are particularly encouraged. If you wish to discuss your article ideas before submitting a manuscript, contact the journal editor at [agoetz@nctm.org](mailto:agoetz@nctm.org).
- Consider submitting a manuscript for one of the current calls for manuscripts; these can be accessed at [www.nctm.org/publications/content.aspx?id=8756](http://www.nctm.org/publications/content.aspx?id=8756).
- Manuscripts containing original derivations or proofs without specific links to the high school classroom will be referred to the “Reader Reflections” department (if their length is appropriate).
- Aim for an informal style that appeals to *MT* readers (review recent issues of the journal for examples).
- Manuscripts that feature the use of technology to teach and learn mathematics should be as generic as is reasonable in describing products.
- Proofread your manuscript in advance for English usage, mathematical correctness, and accuracy of references.

### Technical Considerations

#### Preparation of Manuscripts

1. Double-space all material, including quoted matter, lists, tables, notes, references, and bibliographies. Manuscripts should not exceed 2500 words (ten pages), not including tables and figures. Include only tables and figures essential to understanding.
2. Put the manuscript title and name(s) of author(s) on a separate cover sheet. No author identification should appear in the manuscript. Do not reference your own work in a way that compromises the blind-review process.
3. Leave 1-inch margins on the sides and at the top and bottom of each page.
4. Indicate a paragraph by indenting the first line rather than by including an extra space between paragraphs.
5. Provide accurate and complete bibliographical information. All references cited in the manuscript should be listed at the end of the manuscript. See the *Chicago Manual of Style*, 16th ed. (Chicago: University of Chicago Press, 2010), for additional details.
6. Number all figures and tables; these may appear where appropriate in the text. Refer to them by number—for example, “see figure 1.” *Include captions for all figures and tables; captions must be complete sentences.* The journal designer will prepare and position figures and artwork, so statements such as “insert figure 3 about here” are unnecessary.
7. Do not use special formatting (color, underlining, text wrapped around art, etc.). All such formatting has to be deleted before the manuscript is typeset.
8. Do not use footnotes. Find a way to integrate whatever text would be in a footnote into the body of the manuscript.
9. Do not use equation editors (e.g., MathType) for simple variable or function names or expressions. Expressions such as  $f(x)$  or  $a > 3$  should be typed using standard word-processing keys, while  $f(x) = e^{\sqrt{x^2 + 1}}$  should be created using an equation editor to obtain  $f(x) = e^{\sqrt{x^2 + 1}}$ .
10. Use geometric symbolism and terminology appropriately. In particular, distinguish among segments, lines, rays, and angles and the measure of a segment or angle.
11. *MT* will not publish lengthy computer code. Very short programs, often for programmable calculators, will be published to support an activity contained in an article.
12. Use a spell checker before submitting your manuscript and recheck it for grammar, completeness, spelling of all proper names, and full identification of all organizations and groups named by initials or acronyms.

#### Quotations, Photographs, Student Work, and Permissions

13. Copy quoted material exactly. Do not change any words or punctuation. Mark each omission by ellipsis points and put each interpolation in brackets. Indicate the author’s italics by underscoring the words. If you want to add italics yourself, insert the phrase “(italics added)” or “(italics mine).”
14. Give the source of every quotation in full; provide a specific page number for each specific quote. Likewise, credit all photographs and drawings and reference conference presentations.
15. You must obtain permission to quote copyrighted material and reproduce copyrighted pictures or illustrations. Ordinarily, it is not necessary to obtain permission to quote a passage of less than 100 words from a long prose article or book, but permission is needed for more than a single line of poetry and for more than 25 words of a short prose composition. It is the author’s responsibility to obtain the appropriate written permission for the use of any copyrighted material in his or her manuscript.
16. Submit photographs and student work electronically along with the manuscript. Obtain parental permission if a photograph clearly shows the student’s face (NCTM journals style is to delete students’ full names in text and on worksheets).

All manuscripts must be submitted electronically to *Mathematics Teacher* to this site: <http://mt.msubmit.net>. An electronic acknowledgment will be sent on receipt of a manuscript.