

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 or examples of student work).
- Manuscripts from classroom teachers are particularly encouraged. If you wish to discuss your article before submitting a manuscript, contact the journal editor or agoetz@nctm.org.
- Consider submitting a manuscript for one of the current calls for manuscripts or for a department. Specific guidelines for calls and departments can be found at <http://www.nctm.org/publications/write-review-referee/journals/Write-for-Mathematics-Teacher/>.
- 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 will appeal 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. 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.

Technical Considerations

Preparation of Manuscripts

1. Double-space all material, including quoted matter, lists, tables, notes, references, and bibliographies. Leave one-inch margins on all four sides of a page. Manuscripts should not exceed 2500 words, excluding 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 the name of your school or any of your work in a way that compromises the blind-review process. Links to websites should similarly be blinded. All such references can be re-inserted should your work be accepted for publication.
3. 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.
4. Number all figures and tables; embed them where appropriate in the text. Refer to them by number—for example, “see figure 1.”

Should your manuscript be accepted for publication, you will be asked to submit the images separately, but for the ease of referees, they should be conveniently embedded in the text.

5. **Include captions for all figures and tables; captions must be complete sentences.**
6. **Do not use special formatting** (color, underlining, text wrapped around art, etc.). All such formatting must be deleted before the manuscript is typeset. Indicate a paragraph by indenting the first line rather than by including an extra space between paragraphs. Use dialogue and direct quotes sparingly, incorporating the key ideas of conversations into the text when possible.
7. Do not use footnotes. Integrate whatever text would be in a footnote into the body of the manuscript.
8. **Do not use the MS Word equation editor.** Do not use MathType for simple variable or function names or expressions. Expressions such as $f(x)$, y^2 , or $a > 3$ can all be accessed from the keyboard, whereas expressions like $e^{\sqrt{x^2 + 1}}$ should be created using MathType to obtain $e^{\sqrt{x^2 + 1}}$.
9. Use geometric symbolism and terminology appropriately. In particular, distinguish among segments, lines, and rays, and between angles and the measure of an angle.

Quotations, Photographs, Student Work, and Permissions

1. 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).”
2. For every quotation, give the source in full; **provide a specific page number for direct quotes.** Likewise, credit all photographs and drawings and reference conference presentations.
3. Authors 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 a submission.
4. 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* at <http://mt.msubmit.net>. An electronic acknowledgment will be sent on receipt of a manuscript.



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