



MathAMATYC Educator

A refereed publication of the
American Mathematical Association of Two-Year Colleges

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Publication Guidelines for Authors

MathAMATYC Educator is a publication of the American Mathematical Association of Two-Year Colleges. Its purpose is to provide an avenue of communication for all mathematics educators concerned with the views, ideas, and experiences pertinent to two-year college teachers and students.

Subject Matter: The editorial team of *MathAMATYC Educator* is interested in articles that focus on mathematics teaching and learning at two-year colleges. We are particularly interested in those articles that address issues pertinent to the following areas:

- * Applications of the principles of AMATYC's *IMPACT* and *Beyond Crossroads* documents in the classroom
- * Developmental mathematics
- * Mathematics for AAS programs
- * Teacher preparation
- * Statistics
- * Innovative instructional practices including the use of technology in the classroom
- * Mathematics content of the two-year college curriculum, in particular those courses in the first two years of a college mathematics major
- * Research in mathematics education in the two-year college classroom
- * Equal opportunity in mathematics
- * Mathematics history

We encourage articles that are research based and articles that offer practical applications that can be used in the classroom. All articles should be the original work of the authors and should not have been previously published in other journals. Authors are encouraged to offer personal opinions and suggestions. Letters to the editor are encouraged and should comment on previously published articles or offer opinions on topics pertinent to mathematics education at two-year colleges.

Technology: Technology-oriented articles should focus on technology used as a teaching aid or technology used as a mathematical tool. The major intent of an article should be to help the reader learn how to incorporate the technology into their teaching or a student's learning of a mathematical concept, not the promotion of a specific product.

Review Criteria: *MathAMATYC Educator* is a refereed publication. Three mathematics educators review each appropriate submission: two members of the review panel and a member of the Editorial Panel. The Editorial Panel member will analyze all reviews and make a recommendation to the Editor on the acceptance or rejection of an article. The Editor makes final decisions on the publication of articles.

The following review criteria are used:

- Relevance to two-year college mathematics content or pedagogy
- Significance of topics
- Originality
- Accuracy of content
- Explicit, clear, logical, and concise writing style
- Appropriate length and format

Regular Sections: Authors are invited to submit articles in the following areas:

- * “Use This Now” focuses on classroom activities and techniques. The articles in this section should include a short description of an activity or technique and how it is used in the classroom, how successful it was in promoting student learning, and an original sample of the “classroom ready” activity.
- * Media reviews focus on reviews of books and mathematical media (computer software, technology, books, films, etc.).
- * The Problem Section focuses on problems both for use in the classroom and in the area of recreational mathematics.
- * Letters to the Editor provides AMATYC members the opportunity to react to articles in past issues of the *MathAMATYC Educator* or to issues impacting two-year college mathematics.

The Editor may choose to review articles submitted for the regular sections of the *MathAMATYC Educator*.

Manuscript Style: Articles may vary in length (typically under 6000 words - see production guidelines). Brief, "to the point," articles are encouraged.

MathAMATYC Educator uses *The Publication Manual of the American Psychological Association* Sixth Edition (2009) as its style reference. In particular, note that the author-date method is used for citations within the text, e.g.,

Smith and Jones (1987) demonstrated that...

...discussed the theory (Author_A, Author_B, & Author_C, year, p. #)

...can be assumed (Author_A, Author_B, & Author_C, year, Major_Section_Heading, para. #).

The reference list at the end of the article should include only the sources that were used in the preparation of the article. References should be arranged in alphabetical order by the surname of the first author. Direct quotes **MUST** provide a page number, or section name and paragraph number for online articles. When referencing journals, only include the issue number if the journal is paginated by issue and not volume (every issue restarts at page 1).

To provide for anonymous reviews, the author's name and affiliation should appear **ONLY** on a separate title page giving complete mailing address, telephone numbers, and e-mail address. The title should also appear on the first page of the exposition.

Submission: Submit contact information and electronic files of manuscripts for possible publication to the online submission link at <http://www.amatyc.org/?page=EducatorSubmitForm>.

Editor's Note: Your assistance in preparing your manuscript for publication will potentially reduce errors and reduce the time required for pre-publication preparation. If you are unable to fully comply with the following guidelines, please contact the editor or production manager for assistance.

After online article submission, the assistant editor will compile reviewer comments and may request edits and/or revisions. When this process is complete, reviewers' comments will be sent to the editor, along with the editorial panel member's recommendation for acceptance/rejection. The editor makes the final decision on acceptance of any article.

Authors will be contacted by the editor regarding the status of their article following this decision. Articles accepted for publication will undergo additional revision in concert with the editor. Any graphics should be sent to the Editor in "copy ready format" for the best reproduction in the article. You may be asked to resubmit the graphics by the production manager. Failure to submit copy ready graphics may delay the publication of your article. Submit graphics in both the original source format file AND in either an image form (.jpg or .png) or .pdf form. The editor will send you a form for providing an abstract (roughly 100 words), a bio for each author, contact phone numbers, email address, mailing address, institutional affiliations, and information for author photos. When both the author and editor are satisfied with the article, it will be moved into the production phase.

The production manager will finalize any tables and/or figures and the format of the article. The production manager also coordinates with the layout artist to publish the article. When your article has been prepared for publishing, you will receive a copy of the final edited document for your approval. Please review this copy very carefully for any mathematical or other errors. Any errors or changes should be forwarded to the production manager who will review them, in conjunction with the editor.

You will receive three, complimentary, copies of the *MathAMATYC Educator* in which your article is published. Additional guidelines include the following:

Software:	Microsoft Word for the document Excel spreadsheets preferred for tables .jpg or .png or .pdf for image files, but also include original source file (e.g., from Geogebra, Desmos, etc.) MathType for equation objects
Margins:	8.5 by 11-inch paper, 1-inch margins top, bottom, and sides, 1.15 spacing with no space following paragraphs; Use Normal style for the whole document, no special styles.
Font:	Times New Roman, 12 pt font
Title:	Times New Roman, 14 pt font, Left justification, Upper and lower cases, bold
Author:	Times New Roman, 12 pt font, Left justification, Upper and lower cases
Biography:	Times New Roman, 12 pt font, Biographical data should be 60 words maximum
Author photos	JPEG or PNG preferred, CMYK color mode preferred. At least 1.5 x 2 inches, which is 450 x 600 pixels. Ideally, we like them a bit larger, so we can crop for consistency across the issue. For resolution, we prefer 300 ppi, or dpi, (pixels per square inch). A lower dpi may not have a high enough resolution to come out well in print, though we often need to work with 120 dpi. Many cellphone cameras now are capable of higher resolution than that, but achieving it isn't always intuitive. You may be better off with a digital camera. If you want to check the size and resolution before sending it to me, you can use the Paint program to open the picture. Click on "File," then select "Properties" from the dropdown menu.

Tables and Figures	Use Times New Roman, 12 pt font for tables, serif font in figures. Submit in spreadsheet or zipped archive, respectively. Note placement of each table or figure in the Word document. If necessary, include a supplemental document with layout suggestions or special formatting instructions.
Lists	For lists not within the paragraph, use bullets unless the order matters. Then use numbers, as in 1. 2. style, then a., b. (Indented ¼”, words lined up to right of digit.) Numbered and/or bulleted lists are indented (I use MS Word to do this automatically.) Within a sentence list, use (a) then (b) etc.
Abstract:	100–200 word abstract to be posted on AMATYC web page along with school logo
Publication style and reference citations:	Use the form indicated in Publication Manual of the American Psychological Association (6th ed.)

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