

Learning & Teaching

CALL FOR DEPARTMENT EDITORS

NCTM's flagship journal, *Mathematics Teacher: Learning and Teaching PK-12 (MTLT)*, is currently seeking **one volunteer** to serve as a **For the Love of Mathematics** department editor (three editors serve at any given time, with commitment dates staggered). This department features creative work such as poems, visual arts, puzzles, and dramatic prose. Department editors are responsible for reviewing submissions, soliciting submissions, working with authors prior to submitting work to ScholarOne, scheduling monthly meetings, and keeping up to date on production schedule.

Individuals who are interested in volunteering are asked to send a one-page letter of interest to mtltditor@nctm.org. The letter should describe the individual's background and experiences that will support the individual in successfully carrying out the responsibilities of the position. Details regarding the DE positions follow.

LETTER OF INTEREST DEADLINE: **June 15, 2025**



Official Charge of *MTLT*

MTLT reflects the current practices of mathematics education, as well as maintaining a knowledge base of practice and policy in looking at the future of the field. Content is aimed at preschool to 12th-grade teachers with peer-reviewed and invited articles.

POSITION NAME: *MTLT* DEPARTMENT EDITOR (DE)—FOR THE LOVE OF MATHEMATICS

Department and Description

- The last page of the journal will be visual and fun, engaging, and inspiring. This reader-driven department is intended for the teacher, rather than for direct use with students.
- Items submitted may include, but are not limited to, a photograph, combined with a funny or engaging mathematical question; an original cartoon that is humorous or reflective; a puzzle; Math Circle prompts; a poem or vignette; original artwork; or general celebratory items, such as Pi Day or Metric Week. Submission of student work within these guidelines is also welcome. How do you show your love of mathematics?
- Word count: no more than 150.

Department Editor Responsibilities

For the *MTLT* For the Love of Mathematics (FLM) department, submissions—and, therefore, published submissions—come from two sources, both submitted through ScholarOne. Either an unsolicited FLM submission or a solicited FLM submission is entered into the system. Here is the typical process for each type of submission, with significant overlap in the steps.

Unsolicited FLM Submissions

- A submission appears in ScholarOne.
- The submission is assigned to a FLM DE for review.
- The FLM DE review is returned to ScholarOne.
- The AE associated with FLM is assigned the submission with the DE review available.
- The AE returns through ScholarOne a recommendation to the EIC for action on the submission, using the same set of recommendation choices available for article submissions.
- The EIC makes the final decision on the basis of the recommendation. Decision is bcc'd to DE and AE.

Solicited FLM Submission

- The FLM DE seeks out, contacts, and works with a potential author to generate an FLM submission; the FLM DE may work closely with the author, but the DE is not acknowledged as a “co-author.”
- The solicited submission appears in ScholarOne, submitted by the author.
- The submission is assigned to a FLM DE for review.
- The FLM DE review is returned to ScholarOne.
- The AE associated with FLM is assigned the submission with the DE review available.
- The AE returns through ScholarOne a recommendation to the EIC for action on the submission, using the same set of recommendation choices available for article submissions.
- The EIC makes the final decision on the basis of the recommendation. Decision is bcc'd to DE and AE.

Required Skill Set/Experiences

- Ability to adhere to deadlines
- Current member of NCTM
- Involved in mathematics education in some capacity
- Enough time and availability to fulfill this obligation

Preferred Qualifications

- Familiar with journal review process/experienced journal reviewer
- Avid *MTLT* reader familiar with the FLM department
- Creative and able to appreciate the beauty of mathematics in a variety of settings
- Access to a diverse network of individuals to solicit submissions (personal connections or virtual)
- Leadership and engagement experiences (local, state, or national)

Terms of Service

Department Editors volunteer to serve for three years.

Structure and Function

Department Editors are members of the *MTLT* Editorial Board.

Training

The *MTLT* Editor-in-Chief, Associate Editors, and NCTM staff will provide training to incoming Department Editors through virtual sessions, with each session typically lasting one hour.



The Editorial Board is structured and functions as follows:

Position	Functions
<p>EDITOR-IN-CHIEF (EIC) (serves a three-year term)</p>	<p>Establishes journal priorities, vision, and editorial structure; works with AEs and NCTM staff to plan journal operations; holds regular meetings with AEs to discuss priorities of the journal; solicits manuscripts; reports to the NCTM Publications Committee; meets weekly with NCTM staff, monthly with AEs, and quarterly with Department Editors (DEs); meets periodically with authors.</p>
<p>ASSOCIATE EDITORS (AEs) (serve a three-year term)</p>	<p>Solicit content, make recommendations on manuscripts during peer review, strategize with the EIC to increase content and quality; oversee an MTLT department and the DEs, assume responsibility for the department’s monthly content; attend monthly meetings with the EIC/NCTM staff.</p>
<p>DEPARTMENT EDITORS (DEs) (serve a two-year term)</p>	<p>Responsible for working with their department’s AE and other department DEs to ensure monthly content for their department is ready for each journal issue; attend monthly meetings with their AE and other DEs.</p>

You’d make a
GREAT addition!

