

Appendix 12. *MTLT* Frequently Asked Questions

Do I need to submit my digital assets at the same time as my manuscript?

Yes. Digital assets can be submitted as supplementary files. If the digital asset reveals the identity of the author, it should be submitted as a “supplementary file not for review.”

Does every article require a digital asset?

No. At this time, we do not require the inclusion of a digital asset. However, digital assets are strongly encouraged.

Where can I find examples of digital-first articles?

[Appendix 1](#) in this Author Toolkit contains examples of articles taken from previous volumes of *MTLT* that showcase a variety of digital assets.

How long should my video recording be? Audio?

Typically, videos should be no longer than two or three minutes; otherwise you risk losing the attention of viewers. If you have longer videos, consider breaking the video into several smaller videos. Technical specifications for videos and other digital media can be found in [appendix 13](#).

What permissions do I need? (e.g. multimedia, parents/students, other)

Any time you capture video, audio, or written work of individuals, you need written permission. This is true for adults and children (parental permission needed for minors). Permission forms are available in [appendixes 14, 15, 16, and 17](#).

How do I know when I have achieved a digital-first submission?

Digital-first submissions contain digital assets that help the reader be immersed in your content. Examples of various digital assets can be found in [appendix 1](#).

I do not have experience with digital-first publications. How do I work with *MTLT* to write?

The editor-in-chief is always happy to speak with potential authors and brainstorm ideas regarding how to use digital assets in preparing a manuscript. In addition, as a manuscript moves through the revision process, the associate editor will make recommendations for the inclusion of digital assets.

The associate editor has asked that I include a digital component with my revised manuscript. Is there financial support available for this?

No, this is not a service that NCTM can provide. We suggest conferring with your IT professionals or tech-savvy colleagues for help.

Which companies have contracts with NCTM as good resources regarding digital assets for my manuscript?

There are no companies that have contracts with NCTM for the purpose of developing digital assets. However, thus far, tech groups, such as Desmos and GeoGebra, have been willing to work with authors to feature their apps in *MTLT*.

How will my digital assets be referenced in my manuscript?

You should refer to your digital assets in the manuscript just as you would refer to a table or a figure. Statements such as, “See video 1 for a classroom excerpt,” are best.

Appendix 12 (continued)

If I have a video, should I also include the dialogue from the video in the manuscript? I am thinking that some readers may not want to watch the video.

No. As the author, you should write your manuscript assuming that the reader watches the video. This assumption aligns with the [digital-first philosophy](#) of *MTLT*.

What multimedia sources are off limits?

We encourage creativity and innovative approaches to the use of appropriate multimedia.

Can I link to my YouTube channel (or other media source like this)?

In general, we would prefer to house all digital assets associated with *MTLT* articles on the journal's platform. We recognize, though, that this is not always possible. In these instances, authors are encouraged to work with the editor-in-chief.

I have an idea for a technology, but I do not know how to implement it. How do I get help?

We suggest conferring with your IT professionals or tech-savvy colleagues for help.