



PREPARING YOUR MANUSCRIPT

Helpful Tools for Manuscript Preparation

- Digital Asset Types and Examples (Appendix 1)
- *MTLT* FAQs (Appendix 12) for a list of common author questions
- Digital Assets and Figures: Instructions and Technical Specs (Appendix 13)
- Figure/Multimedia Permission Form—Adult Participants (Appendices 14 and 15)
- Figure/Multimedia Permission Form for Non-Adult Participants (those younger than 18 years old; requires parental completion and signature) (Appendices 16 and 17)
- Sample Manuscript Cover Letter, Revision Response Letter, and Manuscript Submission (Appendix 18).

Helpful Webinars

- [How to Turn Your Presentation into an *MTLT* Article](#)
Discusses how meeting presenters can amplify their message by turning a “nugget” from their presentation into a submission for *MTLT*.
- [Writing for *MTLT*: Guiding Thoughts for Mathematics Teacher Educators](#)
Discusses how mathematics teacher educators can be valuable contributors to *MTLT*.
- [You’ve Got Stories: Now It’s Time to Write!](#)
Shows teachers, particularly those new to writing, how to approach writing for a journal such as *MTLT*.
- [Navigating the *MTLT* Submissions Site](#)
Learn how to access and use the ScholarOne peer review submission system.

Ethical Guidelines

In preparing your manuscript, ensure that your materials are not under consideration for publication elsewhere or have not been published elsewhere.

Permissions/Consent from Individuals Shown in Videos or Figures

Adults appearing in videos or figures must complete a Video Permission (see Appendices 14 and 15) form allowing NCTM to publish their image. **IMPORTANT:** For participants younger than 18 years, we require a completed NCTM Release Form for Use of Student’s Image or Written Work (Appendices 16 and 17) from each student’s parent/legal guardian. The forms can be uploaded individually or combined into one PDF document for submission to ScholarOne.

Permissions for Student Written Work

Parental consent is also required for distinctive original written work created by students. For each such case, you will upload a completed NCTM Release Form for Use of Student’s Image or Written Work (Appendices 16 and 17) signed by the student’s parent or legal guardian. Alternatively, you may combine the signed forms into one file for submission.



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Word Count

The manuscript text, tables, figures, and references are included in the total word count of each submission; word counts are summarized here:

Article Type	Word-count limit
Front and Center	5000
Feature	3500
Focus	1500
Exploring Mathematics	2500
Ear to the Ground	750
For the Love of Mathematics	150
Growing Problem Solvers	1,500 (main text) + four one-page Task Sheets
Problems to Ponder	1500
Teaching Is a Journey	1600
Editorial	1000
Letter to the Editor	1000

Blinding

MTLT is a double-anonymized journal, meaning authors do not know the identity of reviewers and reviewers do not know the identity of authors. Associate editors and the editor-in-chief are *not* anonymized with respect to author names.

To preserve anonymity, author(s) names may appear *only* in an author cover letter that is separate from the manuscript file. Please ensure no author identification appears within the manuscript. Do not reference your own work or your school in a way that compromises the anonymous review process. For example:

Incorrect: We (Smith and Jones 2017) tested students' knowledge after implementation . . .

Correct: Author (2017) tested students' knowledge after implementation . . .

Use pseudonyms for students' or colleagues' names and anonymized project or grant information, acknowledgments, and conference presentations appearing in a manuscript. Links to personal or institutional websites should also be anonymized. Reference list entries should be formatted as follows: Author (year); for example, Author (2017). No additional citation information for the reference should be provided.



Ensure all supplemental or multimedia materials, including links to websites, preserve author anonymity. For in-text links to websites that disclose author identity, please provide the links in a separately loaded file, which should be designated as a “supplemental file NOT for review.” In the manuscript text, provide a brief description of the website but do not include an active link.

General Writing Guidelines

- Order your manuscript text file as follows:
 - Anonymized title page
 - Manuscript body (include figures [with figure legends], video still images, and tables within the manuscript text, near their first mention)
 - Reference list
 - Appendices
- Refer to *The Publication Manual of the American Psychological Association*, 7th ed., and the October 2021 [NCTM Style Guide](#) for complete style guidelines.
- Set text in Times New Roman, 12 point, double-spaced throughout, including quoted matter, lists, tables, notes, and references.
- Use formatted headings (up to four levels) to help organize your article for the reader.
- Please proofread and spell-check your manuscript *before* submission. Review it for grammar, completeness, mathematical correctness, and accuracy of references.
- Supplemental files that are intended for online-only publication should be carefully read and spell-checked prior to submission because they will not be copy edited or composed into proofs if the manuscript is accepted.
- Provide tables using the Microsoft Word table feature. Do not import an image-based table.
- Ensure all tables, figures, videos, or other multimedia material are mentioned in text and, on first mention, they are numerically ordered. Embed figures, tables, and video still images within the text, near their first mention. Multimedia files should maintain author anonymity.
- *MTLT* prefers that footnotes be eliminated. Please integrate them parenthetically into the main text instead.
- Ensure that all in-text citations are included in the reference list, and, likewise, that all reference list entries are cited in text.
- For quotations in text, include the quotation’s page number(s) in the in-text citation.
- Use extended dialogue and direct quotes sparingly, incorporating the key ideas of conversations into the text wherever possible.



References

- View *MTLT* Reference Style Examples (Appendix 19)

MTLT uses *The Publication Manual of the American Psychological Association* (7th ed.) for in-text citations and reference lists.

Figures and Multimedia Files

- When determining whether to add a figure, determine first whether the figure will add educational value to the text. For example, photographs of students working at their desks or the whiteboard often do not add appreciably to the content of an article. Include figures that advance the understanding of the article’s main point(s).
- Information contained in tables, figures, videos, and digital assets should not be repeated in text. Rather, the text should be written under the assumption that the reader has read or viewed these items.
- During peer review, figures must be legible but do not have to be provided as high-resolution files. Should your manuscript be accepted, however, you will provide high-resolution images, which will be used for production. The Digital Assets and Figures: Instructions and Technical Specs (Appendix 13) provide instructions on required specifications and image quality for final figure files.
- Within the manuscript text file, figure legends—labeled by figure number—should be placed within the manuscript body, beneath the figures they describe.
- Figures should be called out, on first mention, in numerical order within the manuscript text. For example, Figure 2 should not be cited in text before Figure 1.

Mathematical Characters and Equations

- All variables should be set in italics.
- Numbers, parentheses, and mathematical operators should not be set in italics.
- Points, as in “segment *AB*,” should be italicized, and labels in geometric figures must also be italicized.
- Do not use MS Word Equation Editor for mathematical expressions.
- Most of the mathematics in *MTLT* can be written in regular Microsoft Word characters and symbols, using italics, superscripts, and subscripts as necessary. For example:

$$(a + b)^2 = a^2 + 2ab + b^2$$

$$k(x) = 4 - y$$

$$|2 - x| \leq 6$$

$$A_1, A_2, \dots, A_n$$

- Fractions should be written in Microsoft Word without any formatting or stacking; they will be formatted during layout as needed. For example:

$$1/2x + 3/4y = 4$$

$$4 \frac{1}{2} - 1 \frac{1}{8} = 3 \frac{3}{8}$$



- Use MathType sparingly for expressions and equations that cannot be typed using the keyboard, such as in the examples below.
- Since most expressions set in MathType will require their own line in the journal, that should be a guiding principle for authors; **if the expression is not important enough to be broken out on its own line, then do not use MathType.**
- For more complex equations (e.g., the two equations below) that require MathType, authors should be sure to include versions within their manuscript that show how the equations should be arranged.

$$\frac{-b \pm \sqrt{b^2 - 4ac}}{2a} = 1$$

$$\left(\frac{y_2 - y_1}{x_2 - x_1} \right)$$