



SUBMITTING YOUR MANUSCRIPT TO THE SCHOLARONE PEER REVIEW SYSTEM

Helpful Tool for the ScholarOne System

- [How to Submit to ScholarOne](#)—A guided PowerPoint® provides an overview of the submission site.

All submissions for *MTLT* are handled through the ScholarOne peer review system, with the exception of the **Problems to Ponder** department (which should be emailed to mtlt@nctm.org).

Ready to Submit? [Access the ScholarOne Submission and Peer Review system.](#)

General Guidelines for the ScholarOne System

- You will be asked to assign copyright of your article to NCTM as part of the submission process. Please note that the copyright agreement is voided if your manuscript is not accepted for publication.
- If you have coauthors, you will enter each coauthor's name, their affiliation, address, and email into the system. Gathering this information in advance of submission can be helpful.
- For peer review, you will include a manuscript text file (MS Word) consisting of an anonymized title page; the manuscript body that includes embedded figures and tables near their respective first mentions in text; a reference list; and appendixes, in that order.
- If your submission contains figures or tables, you will embed them within the manuscript text file.
- If your submission contains media file(s) (e.g., video, GeoGebra), consider the following:
 - If possible, the media source file(s) should be uploaded to the peer review system, rather than adding a link within the text of your manuscript to an external website. For example, instead of providing a link in your manuscript to a self-authored YouTube video, we prefer that you upload the video source file to the ScholarOne system (however, if you are not the author of the video, an in-text link is appropriate). Please note that the ScholarOne submission system limits individual file sizes to 350 MB and 500 MB for the total of all files. If you have large videos, narrated PowerPoints, or other multimedia files, please contact the [editorial office](#) for alternative upload instructions.
 - Ensure all supplemental or multimedia materials, including links to websites, preserve author anonymity. If anonymity is not possible in files such as videos, please select the file type “supplemental file NOT for review” in the submission system. For in-text links to websites that disclose author identity, please provide the links in a separately loaded file, which should also 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.



A Note about Consent and/or Permission

Parental consent forms for students under 18 years who appear in figures or videos are not required at submission but will become required should your paper be accepted. It is best to gather these consent forms before photographing or recording students, however, to ensure you will be able to use the image(s) or footage you obtain. The parental consent form is available in Appendices 14 and 15.