



## *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 *Beyond Crossroads* document in the classroom
- \* Developmental mathematics
- \* Mathematics for AAS programs
- \* Teacher Preparation
- \* Statistics
- \* Innovative Instruction 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 focuses on reviews of books and mathematical media (computer software, technology, books films etc.).
- \* The Problems 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). 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...

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.

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

**Submission:** Send an electronic file of articles for possible publication to:

George Alexander

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Madison Area Technical College

**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.

Please send the final version of your accepted manuscript (after you have been notified by the editor of acceptance) to the editor using the online submission form or by email attachment. If you received word that your article will be published after changes noted in the acceptance letter, it is imperative that these changes be made prior to sending your manuscript to 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.

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. You will be provided a signature form stating you approve the final document prior to publication. Any errors or changes should be forwarded to the editor who will review them and forward the changes to the production manager.

Please provide your telephone number(s) (both day time and evening,) fax number and mailing address for sending you three copies of the *MathAMATYC Educator* in which your article is published. Additional guidelines include the following:

Software:	Microsoft Word
Margins:	8.5 by 11-inch paper, 1.5-inch margins top, bottom, and sides
Font:	Times New Roman
Title:	Times New Roman, 18 pt font, Left justification, Upper and lower cases
Author:	Times New Roman, 12 pt font, Left justification, Upper and lower cases
Biography:	Table-2 columns, 1 row per author Times New Roman, 12 pt font Single spacing Biographical data goes into second column, 60 words maximum Optional: E-mail address at end of biographical data -12 pt font, no italics, no hyperlink
Author photos	JPEG or PNG preferred, resolution at least 300 pixels per inch, CMYK color mode preferred
Tables and 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.
Abstract:	200-word abstract to be posted on AMATYC web page along with school logo
Text:	Times New Roman, 12 pt. font, Full justification, single spacing Subtitles --14 pt font, Bold, Full justification, Upper and lower cases Second layer subtitles-12 pt font, Bold, Left Justification, Underlined, Upper and lower cases
Publication style and reference citations:	Use the form indicated in Publication Manual of the American Psychological Association (6th ed.)