

# Guidelines for submission of papers to Australian Association of Mathematics Teachers' journals

## AAMT Journals

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*Australian Primary  
Mathematics Classroom  
(APMC)*

*Australian Mathematics  
Education Journal  
(AMEJ)*

# Guidelines for submitting papers to Australian Association of Mathematics Teachers journals

## Introduction

AAMT publishes two quarterly journals: the *Australian Mathematics Education Journal (AMEJ)* and the *Australian Primary Mathematics Classroom (APMC)*. Teachers, teacher education students, researchers and teacher educators are encouraged to submit articles for publication in these journals. Our earlier long-standing journals—the *Australian Mathematics Teacher (AMT)* and the *Australian Senior Mathematics Journal (ASMJ)*—were merged into the new *AMEJ* at the start of 2019.



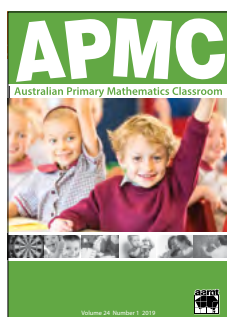
## Overview of the AMEJ

### Editors:

**Margaret Marshman** (University of the Sunshine Coast, Queensland)  
<[mmarshman@usc.edu.au](mailto:mmarshman@usc.edu.au)>

**Rob Lewis** (University of Tasmania) <[amej.editor@aamt.edu.au](mailto:amej.editor@aamt.edu.au)>

AAMT's most recent journal, the *Australian Mathematics Education Journal (AMEJ)* has two defined sections: Section 1 is suitable for an audience of upper-primary and middle-school teachers, and Section 2 is directed toward mathematics educators of senior high school and tertiary levels. There is a crossover of relevance to readers of both sections. The *AMEJ* is a 48 page, A4 journal, and is published quarterly. It contains the same high quality of content found in our previous journals, the *Australian Mathematics Teacher (AMT)*, and the *Australian Senior Mathematics Journal (ASMJ)*.



## Overview of the APMC

**Editor: John West** (MAWA President, Mathematics Education Consultant, Western Australia)  
<[apmc.editor@aamt.edu.au](mailto:apmc.editor@aamt.edu.au)>

The *Australian Primary Mathematics Classroom (APMC)* publishes papers concerned with the teaching and learning of mathematics applicable to early years (pre-F) and primary school students (Years F–6/7). Papers tend to have a very practical focus with reports and ideas for teaching activities, as well as reporting research which has a direct impact on classroom teaching. Papers will assist educators who may not have specific mathematics training to understand how children learn concepts which are built on in later years of schooling.

## Peer Review process

AAMT journals use a double-blind (blind author, blind reviewer) review process. Each paper is reviewed by the Editor/s and reviewers from the mathematics education community. The reviewers are mathematics educators (e.g., teachers, lecturers, consultants) with recognised expertise in particular areas. Based on the reviewer's reports, the Editor/s decide on the publication outcome.

The paper will be either:

- accepted for publication,
- accepted for publication with revisions, or
- not accepted for publication.

The decision will be conveyed to the author(s) by the Editor(s) along with any advice to improve the article. Where minor amendments to papers are needed—such as punctuation, grammar, and reference details—changes will be carried out by the Editors and AAMT office staff. Author(s) will be sent a final proof to authorise.

We endeavour to complete the review process within six weeks but some reviews may take longer, particularly when major revisions are needed.

### Criteria for reviewing papers

All papers submitted for publication must be unpublished original material that is not currently under consideration elsewhere. Submitted papers are considered for publication with regard to:

- suitability of the topic for the audience of the journal
- appropriateness of the title
- quality of writing
- relevance of diagrams and figures
- appropriate mathematical/pedagogical/research content
- originality
- clear, honest, presentation of research results without fabrication or falsification of data
- proper acknowledgement of other works with inclusion of appropriate references (no plagiarism), and
- permissions in place for the use of software, questionnaires/web surveys, images, and any other third party rights.

### Suitable material for publication

All submitted papers should be relevant to the Australian mathematics education community. They should be 2000–3000 words in length, plus references. Papers can be based on—but not limited to—topics such as:

- interpretations of research in the classroom context
- innovative practice in classrooms
- current and emerging issues in mathematics education
- mathematics and STEM activities
- processes of planning, assessing, recording and reporting mathematics education
- the use of technology in teaching, and
- explorations of mathematical topics.

AAMT journals from time-to-time include short sections which are accepted at the discretion of Editors and are not peer reviewed. These include:

- resource reviews (books, software etc)
- opinion pieces
- short activities
- letters to the editor, and
- classroom activities

### How to submit a paper

All papers should be submitted via the AAMT office email: <[office@aamt.edu.au](mailto:office@aamt.edu.au)>

Submission of the paper will be acknowledged by the AAMT office and the paper forwarded to the editors of the relevant journal.

### What to include with your submission

1. **A full copy of your paper**, as a Microsoft Word document .doc or .docx—including full names and contact details of all authors. We can also accept properly packaged InDesign files/folders. Papers created in other software (e.g., LaTeX) or provided as other file types cannot be accepted.

2. **A PDF copy:** Save a copy of the Word doc as a PDF file to ensure that the integrity of mathematical symbols and diagrams is maintained.
3. **A 'blinded' copy**—with names of authors removed and references to any papers that include one or more of the authors removed from the body of the paper. Cite such references simply as 'AUTHOR'.
4. **A signed Author's Warranty and Copyright Form** is available as a PDF download at: <https://www.aamt.edu.au/Journals/Submissions>. Include names and email addresses.
5. **Stand-alone image and equation files.** See the section on image and equation format requirements below.
6. **'Mug-shots' for each author are required if the paper is accepted for publication.** A small high quality, high resolution head and shoulders photo of each author is published. See the section on image and equation formatting requirements below.

## Formatting specifications and instructions

### Title

The title of the manuscript should appear clearly at the beginning of the paper. It should be succinct and communicate something about the essence of the paper.

### Authors

Author's names, affiliated institutions, and email addresses should be placed directly under the title. Where there are multiple authors, the primary author's name should appear first.

### Abstract

A short abstract (approximately 100 words) should appear at the start of the paper. A short introduction (a few sentences) is also written by the the editors for publication.

### APA Research style

Follow the **American Psychological Association (APA)** style guide for format of reference citations and the reference list. All references should appear in a reference list at the end of the paper. References should be listed in alphabetical order by last name (not in the order presented in the paper). APA 7 information can be found [here](#).

### Text

- Manuscripts should generally be between **2000 and 3000 words**, excluding reference list.
- **Use Anglicised English** spelling rather than USA spelling conventions.
- **Capitalise** words if they are proper nouns, specific course or department titles, specific terms (e.g., Group A, Trial 2, Test 1), publication titles, and software/App titles. Do not capitalise general names of theories or hypotheses (e.g., 'the law of effect').
- **Italicise:** Book and journal titles (not apps or software), to add emphasis to a newly introduced technical term, and to add emphasis to word or short phrase (use sparingly.)
- **Quotation marks:** Use for in-line quotes; odd or ironic word the first time it is used; and for article or chapter headings cited in the text but not in the reference list. Quotes longer than 40 words should be indented as a block quote but not use quotation marks.
- **Numbers:** Spell out numbers under 10; numbers which begin a sentence; and common fractions (e.g., one-half, twentieth century). Use words and numerals when two numbers appear in a series (e.g., three 4-point scales). Write numbers as numerals for numbers below 10 when they are mixed with numbers above 10 in the same sentence (e.g., 6 boys and 17 girls). Combine numbers and numerals for large sums (e.g., 4 billion stars). Of course use numerals for mathematical equations.
- Use **numerals** for any which represent time, dates, ages, sample or population size, scores and points on a scale, and exacts sums of money.

- Use metric abbreviations (e.g., 5 km, 20 ml ) with a space between the number and the unit.
- **Lists:** Use a bulleted list to draw visual attention to items in a list without implying that items go in a certain order. Use a numbered list to display items in a numbered order. Use a lettered list to emphasise separate parallel items within a sentence.
- Refer to APA Research style website for further specifications.  
<<https://apastyle.apa.org>>

## Heading hierarchy

Use a consistent and clearly established hierarchy of headings to organise the content of the paper. As a general rule, use a larger and bolder font for first level headings, with gradually decreasing size for subsequent levels.

## Figures

Images, including photographs, diagrams and graphs, are labelled as ‘Figure 1., Figure 2. ...’ etc. They should include a brief caption/description which should be placed *below* the figure. **All images which appear in the paper should be provided as additional stand-alone files, as well as a copy inserted into the Word document.** This is very important, as images are generally degraded in quality as soon as they are inserted into a Word document. We need to be able to work on the original unedited files to format them correctly for offset printing.

- **Images:** Any images (photographs or scans) must be of a high quality, high resolution, large size and in sharp focus. When taking photos, be sure that the camera is set to high resolution and quality. Images that are substandard may be rejected. We only print images in black and white but please let our graphic designer do the photo-editing; so, provide colour images and we will ‘fix’ them in-house with the required specifications for offset printing. Please provide **photographs** as unedited JPEG files directly from the camera. **Scans** should be made at 1200 DPI for black and white line work (e.g., diagrams and graphs) and output as PDF files.
- **Diagrams and graphs** which are not created using Microsoft Word tools, should be output from other applications as high resolution PDF, EPS or TIFF files. Please note that JPEG files are usually not of a good enough quality for offset printing purposes.
- **Permissions:** Any photos, diagrams or graphs which the author/s have *not* created themselves, must have permissions in place and adhere to any copyright requirements. Any photos of children need signed parental permission forms in place.

## Tables

Tables are labelled as ‘Table 1., Table 2., ... etc’ and should also include a brief caption/description, placed *above* the table. AAMT journals have specific styles for tables applied and so we generally reproduce them. Please do not insert image files for tables as we cannot copy and paste the text from these.

## Equations and fractions

In order to maintain consistent styles across the journals, we generally have to reproduce equations and fractions in **MathType** and save them as PDF files, then place them into the document individually. This can be very time consuming.

Our long-suffering graphic designer (!) would be immensely grateful if you could **provide your equations and fractions as stand alone PDF files created in MathType**. Also place a copy into the Word document so we know where they are meant to live.

Please name these files with the main author’s surname, then ‘EQ1, EQ2... etc’ (e.g., Smith\_EQ1.pdf) and send to us in a compressed/zipped folder.

We are unable to accept equations made in programs such as LaTeX.

**A licence for MathType** can be obtained from: <<https://store.wiris.com/en/products/mathtype/download>>

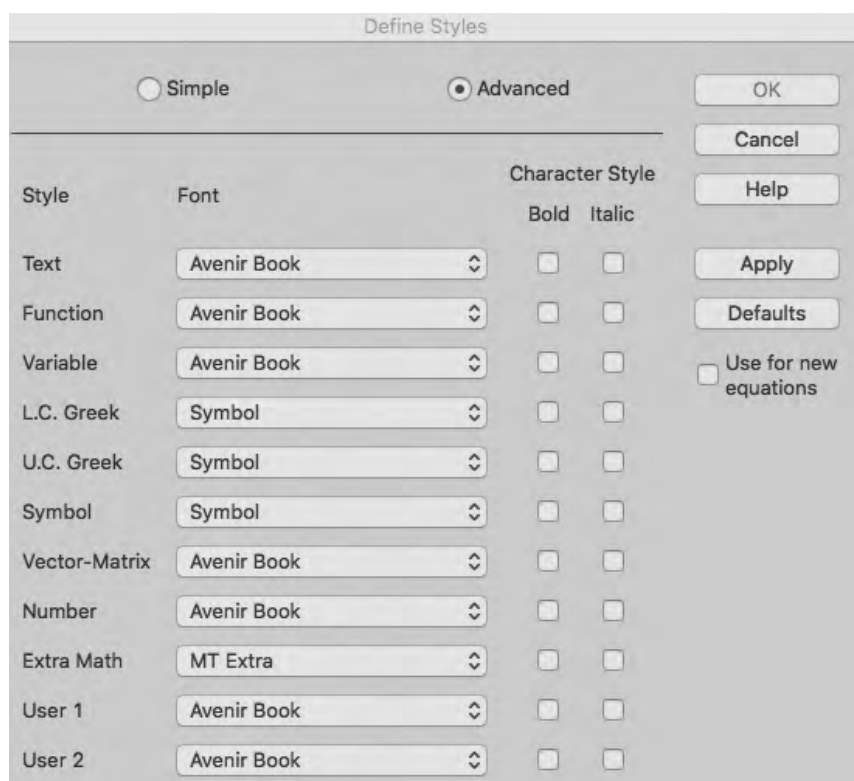
## Australian Mathematics Education Journal– Mathtype settings

The main font used for the AMEJ is Avenir Book which you may need to install on your computer. The Avenir font family can be downloaded for free from:

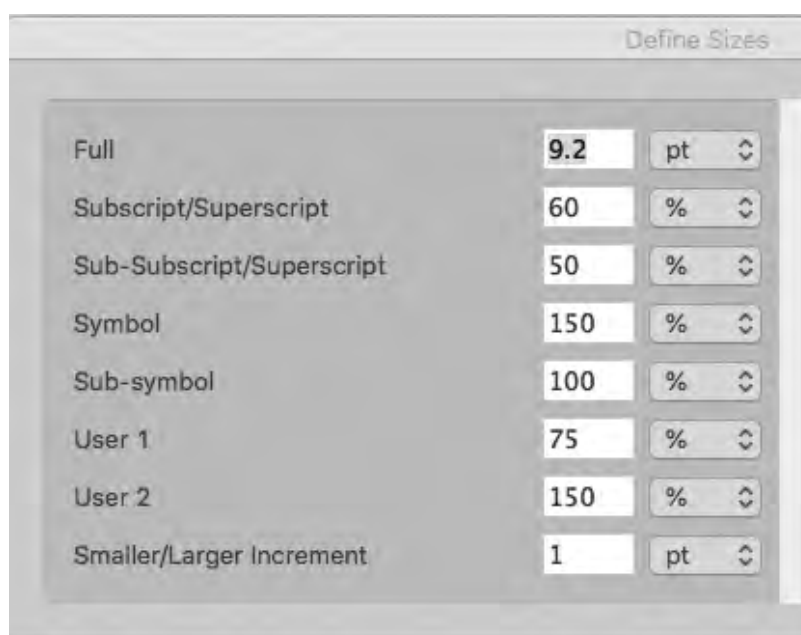
< <https://freefontsfamily.com/avenir-font-free-download> >

The following screen shots show the fonts and style settings to use in MathType for the AMEJ. (Note that the settings are different for the AMEJ and the APMC.)

**AMEJ STYLE settings:** To access this window in MathType go to: Style click on Maths, then click on Define.



**AMEJ SIZE settings:** To access this window in MathType go to: Size, click on Full, then click on Define then adjust to the following settings.

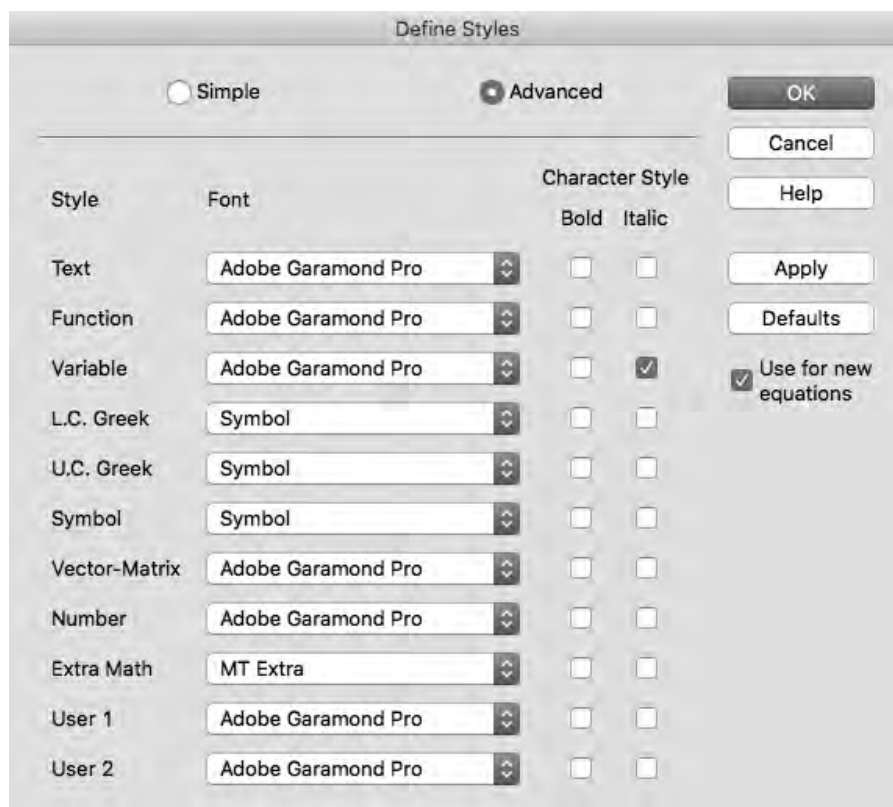


## Australian Primary Mathematics Classroom—Mathtype settings

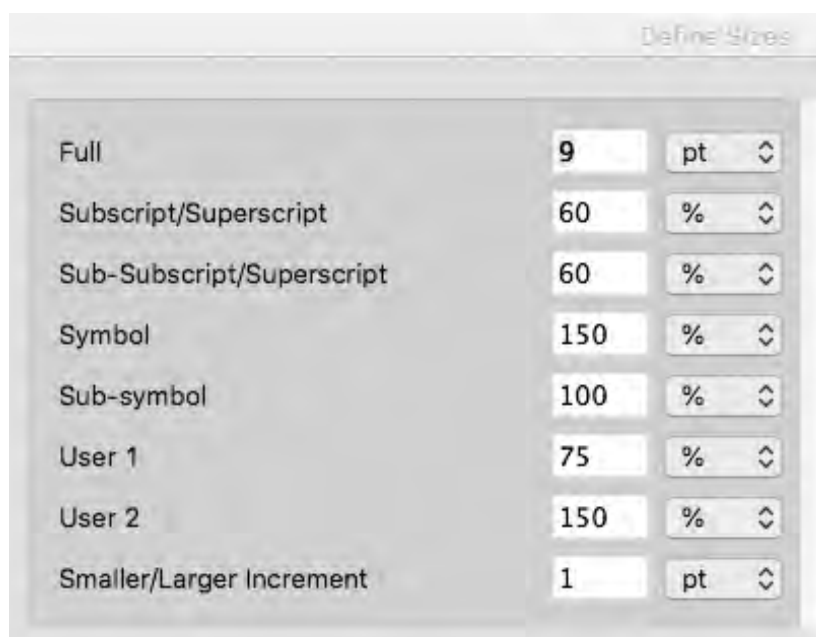
The main font used for the APMC is Adobe Garamond Pro which you may need to install on your computer. Adobe Garamond Pro Regular can be downloaded for free from: <https://fontsgEEK.com/fonts/Adobe-Garamond-Pro-Regular>

The following screen shots show the fonts and style settings to use in MathType for the AMEJ.

**APMC STYLE settings:** To access this window in MathType go to: Style click on Maths, then click on Define.



**APMC SIZE settings:** To access this window in MathType go to: Size, click on Full, then click on Define. and adjust to the following settings.



## Any questions?

Should you require any further clarification please contact us.

### email

AAMT Graphic Designer	Jacquie Sprott: <a href="mailto:design@amt.edu.au">design@amt.edu.au</a>
AAMT Office	<a href="mailto:office@amt.edu.au">office@amt.edu.au</a>
APMC Editor	John West: <a href="mailto:apmc.editor@amt.edu.au">apmc.editor@amt.edu.au</a>
AMEJ Editor	Margaret Marshman: <a href="mailto:mmarshma@usc.edu.au">mmarshma@usc.edu.au</a>