



# Editorial policy and guidelines for AAMT journals

## Titles

- Australian Primary Mathematics Classroom (APMC)
- The Australian Mathematics Teacher (AMT)
- Australian Senior Mathematics Journal (ASMJ)

See Appendix 1 for individual descriptions of journals.

## Aims

In line with the aims of the Association (as stated in its Constitution), the Australian Association of Mathematics Teachers (AAMT) aims to produce quality journals relevant to the interests of mathematics educators throughout Australia.

These journals will:

- promote good teaching of mathematics and understanding of mathematical concepts
- support teachers of mathematics in their teaching through the publication of relevant papers and other information
- provide a forum for mathematics educators to share ideas, innovative practices, teaching strategies, classroom stories and mathematical concepts
- report research that can directly inform the teaching and learning of mathematics in classrooms
- report on tools, resources and activities relevant to the target audiences.

## Target audiences

- Teachers of mathematics (F–12 and beyond) in Australian schools and universities
- Curriculum leaders, consultants, coaches and others in education authorities and private practice
- Researchers and university lecturers in mathematics education
- Pre-service teachers.

## Materials for publication

All papers submitted for publication must be unpublished original material that is not currently under consideration elsewhere. Papers will be accepted by a process of peer review (see below).

All material must be relevant to the target audiences as determined by a journal's editor(s).

Papers including the following types of content may be suitable for publication:

- reports of mathematical activities
- reports of innovative practice from classrooms
- interpretations of research into the classroom context
- classroom studies
- current and emerging issues or cross-curricular considerations
- processes of planning, assessing, recording and reporting mathematics
- explorations of mathematical topics.

Papers submitted for publication should not be longer than the recommended length (see Appendix 1 for individual journal descriptions) and be submitted in .doc or .docx format.

Journals may also include sections which are accepted at the discretion of the editor(s) and not by peer review, such as:

- editorials
- letters to the editor(s)
- opinion pieces
- reviews of resources (books, software, etc.)
- annotated lists (e.g., of websites, resources, etc.)
- classroom activities.

### Submitting a paper

All papers to be considered for publication should be submitted to the AAMT office ([office@aamt.edu.au](mailto:office@aamt.edu.au)) along with a completed Author's Warranty and any accompanying files (e.g., images).

Submission of the paper will be acknowledged by the AAMT office and the paper forwarded to the editor(s) of the relevant journal.

### The peer-review process

All submitted papers are first considered by the editor(s) of the journal for suitability.

A 'blind' copy of the paper is forwarded to two reviewers who will read and assess the paper (see Appendix 2).

Reviewers are mathematics educators (teachers, lecturers, consultants, etc.) with recognised expertise in particular areas. They are identified by the editor(s) and agree to act in this role as part of their contribution to the profession.

The nature of reviewers' responses determines the nature of further action.

The paper will be deemed:

- acceptable for publication OR
- requiring rewriting before it can be reconsidered by the editor(s) OR
- not suitable for publication.

In order to reach a decision, the editor(s) may seek a response from a further reviewer.

The decision, along with any necessary advice, is then conveyed to the author by the editor(s).

It is anticipated that under normal circumstances, the review process will be completed within three months of submission.

Where minor amendments to papers are needed, changes will be carried out by the editor(s) and AAMT office staff.

## Publication process

When a paper has been accepted for publication and any necessary changes made by the author(s) and/or editor(s), the paper will be sent back to the AAMT office. AAMT staff will prepare each edition of the journal, making changes to papers (e.g., applying styles, rearranging the order of text and diagrams to fit space, editing copy and diagrams) as necessary to suit journal style and available space. A PDF proof of the journal will then be sent to the editor(s) who will forward the relevant PDF paper to author(s) for checking. Authors will send any necessary corrections back to the editor(s), who will forward those along with any edits of their own to AAMT staff. A final proof will be sent to the editor(s) before the completed journal is sent for printing. A copy of the printed journal will be sent to editors and authors. A PDF copy of the article as printed will be emailed to authors on request.

## Copyright

Copyright of all published papers shall normally be vested in the Australian Association of Mathematics Teachers Inc. as agreed in the Author's Warranty.

The authors agree to transfer ownership of all copyright applicable to the work (except that to which the authors have no rights and have used with permission) to the AAMT, with the understanding that the AAMT grants to the authors a permanent, irrevocable, free, world-wide, non-exclusive licence (including a right of sub-licence) to use, reproduce, adapt and exploit the intellectual property in the work. The authors may publish a copy of the work online on their institutional website or repository, or on third-party research repositories such as Research Gate.

In the case of a paper not being accepted for publication, any agreement between the author(s) and the AAMT outlined in the Warranty shall be considered null and void.

For more details, authors can download the AAMT Warranty form from [www.aamt.edu.au/Journals/Submissions](http://www.aamt.edu.au/Journals/Submissions).

## Advertising

Advertising will be accepted in AAMT journals at the discretion of AAMT office staff. For rates and more information go to [www.aamt.edu.au/Journals/Advertising-rates](http://www.aamt.edu.au/Journals/Advertising-rates).

## Reprint information

Request for reprint permission should be directed to the AAMT Office.

The AAMT has also authorised the Copyright Agency Limited (CAL) to act as its agent.

## Review of this policy

This policy may be reviewed at the instigation of AAMT management, editors or office staff and ratified by the AAMT Council as necessary.

# Appendix 1:

## Journals

### Australian Primary Mathematics Classroom (APMC)

APMC publishes papers considering 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.

Main readership: primary school teachers, pre-service teachers

Recommended paper length: 2000–3000 words + references

40 pp. per issue

4 issues per annum

ISSN 1326-0286

### The Australian Mathematics Teacher (AMT)

AMT considers the teaching and learning of mathematics generally appropriate for upper primary and junior secondary (Years 6–10). With the diversity of mathematical concepts taught in these years, papers still tend to have a strong classroom focus but there is often an emphasis on particular mathematical concepts or reporting research. A number of regular features provide readers with investigations that are also suitable for the classroom.

Main readership: secondary school teachers, pre-service teachers

Recommended paper length: 2000–3000 words + references

40 pp. per issue

4 issues per annum

ISSN 0045-0685

### Australian Senior Mathematics Journal

ASMJ is for readers with an interest in mathematics and mathematics education in the senior years (Years 11–12) and beyond. Papers tend to have a greater mathematics content and often focus specifically on interesting or advanced mathematical concepts and investigations for the reader's own interest or which might be replicated in the classroom.

Main readership: senior secondary teachers, post-secondary educators

Recommended paper length: 2000–3000 words + references

64 pp. per issue

2 issues per annum

ISSN 0819-4564

## Appendix 2:

# Criteria for reviewing papers

A submitted paper will be considered for a particular journal with regards to:

- suitability of topic for the target audience
- overall quality of the writing
- appropriate mathematical/pedagogical/research content
- originality
- inclusion of appropriate references
- relevance and quality of diagrams and figures
- appropriateness of the title.

## Appendix 3:

# Publication roles and responsibilities

Production of an AAMT journal is a collaboration of expertise between editors and AAMT Office staff. In the event of a disagreement between editors and staff that cannot be resolved, the AAMT Council will be the final arbiter of all matters regarding journal production.

The AAMT Office will primarily be responsible for the business of producing journals. Staff will:

- set annual publication schedules and ensure production deadlines are met;
- receive and log papers submitted for publication and forward these promptly to the editor(s);
- send an acknowledgement of receipt of the paper to the author;
- manage the design, layout and printing of the journal;
- make appropriate changes to manuscripts as necessary;
- provide proofs to editors;
- provide printed copies of the journal to editors, authors and others as necessary;
- provide PDF copies of articles to authors on request;
- support editors' and others' efforts to solicit contributions;
- provide other support to the editor(s) as necessary;
- manage advertising;
- provide information and support to assist editors to prepare their annual report.

In accordance with the AAMT Regulations, the editors of the journals will be appointed by the AAMT Council for a two-year term before 31 October of each even-numbered year.

Editor(s) will primarily be responsible for the sourcing and preparation of copy to be published. Editors will:

- liaise with appropriate AAMT staff;
- meet deadlines negotiated for the publication of the journal;
- convene an editorial panel (see below);

- undertake the running and coordination of the peer review process for papers, including convening reviewers;
- notify authors of the result of the peer review within three months of the paper being submitted;
- respond to queries from authors regarding the status of their paper;
- liaise with authors to edit papers as necessary;
- edit papers as necessary after they have been accepted for publication before sending them to the AAMT Office to be prepared for printing;
- check and make further edits to proofs sent by AAMT staff;
- liaise with AAMT staff on matters concerning layout and presentation of papers and the journal overall;
- seek and solicit contributions;
- help and advise novice writers as appropriate with the assistance of the editorial panel;
- liaise with the editors of other AAMT or Affiliated Association journals as necessary;
- submit a written report to the AAMT Chief Executive Officer before 30 November for presentation to AAMT Council in December, including:
  - the number of submissions received and acceptance rates for the year
  - a summary of the year's publications along with any relevant comments
  - current availability of copy
  - any plans for the journal for the following year (e.g., special issues)
  - any general comments or matters requiring Council's consideration.

## Editorial panel

The editor(s) of each journal will convene a panel (4–6 people or as editors deem necessary) who will assist the editor(s) in their duties and with the outreach of the journal. It is anticipated that panel members might be of differing backgrounds and location but would be deemed suitable due to their experience or position. Editorial panel members will be appointed for a period of two years.

Editorial panel members will:

- solicit papers to be reviewed for inclusion in the journal;
- review at least one paper for the journal each year;
- submit at least one paper to the journal during the term of their appointment;
- at the request of the editor(s), assist authors with preparing or revising a paper;
- advise the editor(s) on matters as requested.

It is anticipated that members of the panel might be called on to assist with the editor's duties should the editor be unable.

## Appendix 4: Guidelines for submitting papers

Manuscripts should be submitted in electronic form as .doc or .docx (Microsoft Word) and not be longer than the recommended word length. Due to some software and/or cross-platform font issues, it may be advisable to submit an additional electronic copy

as .pdf to ensure that the integrity of mathematical symbols and diagrams is maintained.

Any images (photographs or scans) to accompany the paper must be of a suitably high quality (at least 300 dpi) and any necessary permissions must have been obtained for their use. (If required, a permission form is available on the AAMT website.) These images should also be submitted as separate electronic files (.pdf, .jpg, .tif, etc.) rather than embedded in the Word file.

AAMT referencing styles are based on APA styles. Examples of the preferred styles are given below. For more information on APA referencing, please see [www.apastyle.org](http://www.apastyle.org).

Australian Association of Mathematics Teachers [AAMT]. (n.d.). *How to contribute an article*. Retrieved 31 January 2017 from <http://www.aamt.edu.au/Journals/Submissions>

Albrecht, A. (2015). More than mathematics: Developing effective problem solvers. In N. Davis, K. Manuel & T. Spencer (Eds), *Mathematics: Learn, lead, link* (Proceedings of the 25th Biennial Conference of the Australian Association of Mathematics Teachers Inc., pp. 8–19). Adelaide: AAMT.

Goos, M. (2016). Challenges and opportunities in teaching mathematics. *The Australian Mathematics Teacher*, 72(4), 34–38.

Inside the body of the paper, books, articles, etc. should be referred to by the author's name and year, e.g., "...according to Williams (1987)...", etc. When directly quoting, the relevant page number must also be given; e.g., "appreciation of the power of mathematics" (Albrecht, 2015, p. 9).

Websites should also be listed using APA style.

All authors must complete an AAMT Author's Warranty and submit it with their unpublished manuscript (scanned or faxed copies are acceptable, or hard copies can be mailed to the AAMT office).