

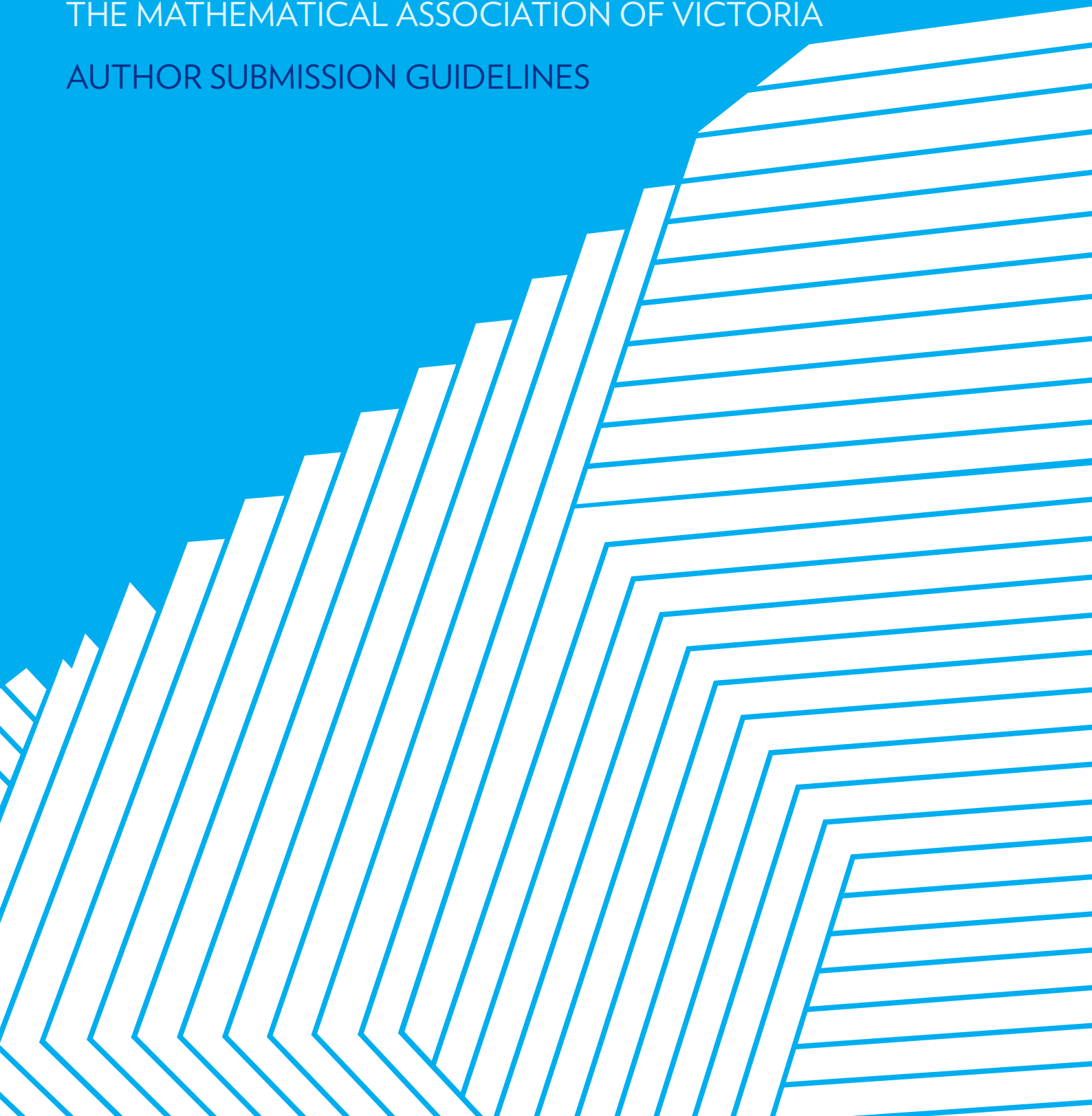


THE MATHEMATICAL  
ASSOCIATION OF VICTORIA

# COMMON DENOMINATOR

THE MAGAZINE OF  
THE MATHEMATICAL ASSOCIATION OF VICTORIA

AUTHOR SUBMISSION GUIDELINES



# COMMON DENOMINATOR

*Common Denominator* is MAV's magazine. It is published four times per year and is sent to all MAV members and member schools in the first week of each Victorian school term. MAV has over 682 individual members, and nearly 920 school members. MAV provides membership benefits to a growing network of over 16,000 mathematics educators.

The purpose of *Common Denominator* is to:

- Share the activities of the MAV and MAV members.
- To promote the association, its events and activities, resources and the value of the work MAV does in promoting mathematics in society.
- To share stories and ideas from mathematics educators that inspire and motivate other educators.

The content in *Common Denominator* is written by teachers, for teachers. The content is not written in an academic style. Ideally, we hope that teachers can pick up an edition of the magazine, read an article and think 'Great! I can do that with my students.'

MAV aims to have a range of articles in each edition that spans early years, primary, secondary, VCE and VCAL.

## WHAT COULD YOU WRITE ABOUT?

You could write just about anything that centres on mathematics education. Write about a topic that interests you. That could be:

- Concepts in mathematics
- A lesson plan
- Something that worked well in your classroom (or something that didn't!)
- Pedagogical ideas or approaches
- Overcoming misconceptions
- Hands-on investigations
- How your school approaches mathematics teaching
- A book or resource review
- Applying a relevant current affair topic to the curriculum (i.e. the mathematics of COVID-19)

If you have an idea, but are not sure if it would be suitable for an article, please email the editor [louise@stitchmarketing.com.au](mailto:louise@stitchmarketing.com.au) and suggest your idea. Louise will respond and let you know if your idea has relevance to the magazine.

Submissions from teachers, academics, early childhood educators and mathematics leaders are encouraged.

Writing for the magazine is terrific professional development, it helps to extend your networks and gets your thoughts and ideas out into the mathematics education world.

# STEPS TO SUBMISSION



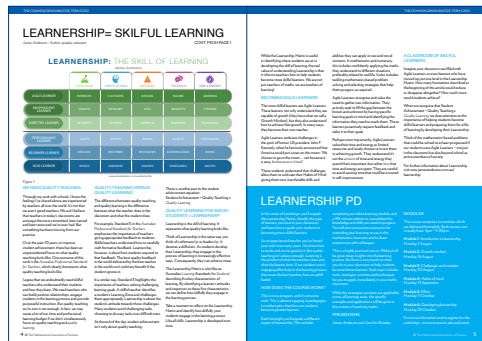
## STEP 1: WRITE A DRAFT

*Common Denominator* articles should be between 500-1800 words in length. Authors are encouraged to include photos/diagrams to support their article. Articles can be emailed as a Word document to the editor ([louise@stitchmarketing.com.au](mailto:louise@stitchmarketing.com.au)). **Photos and diagrams must be emailed as separate high quality JPEG files.**



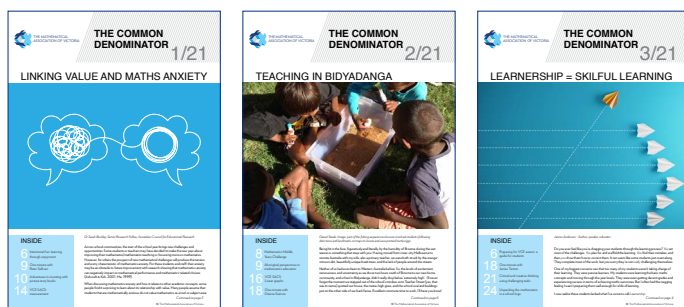
## STEP 2: WAIT FOR FEEDBACK

*Common Denominator* is not a peer reviewed journal, it is a magazine and aims to be a place where teachers can share ideas of what works (and sometimes - what doesn't!). Louise will read your submission and inform you if the content would be of interest to our readers. She can also provide feedback and may suggest ways you could improve the article. Authors are to return a signed copy of MAV's contributor agreement to the editor (an electronic version is fine).



## STEP 3: PRODUCTION

Once the article has been edited, it goes into production. The editor works with the designer to make sure that each issue of the magazine contains a good mix of articles. The editor determines which articles will be published within an edition. This means that you may have to wait one or two editions for your article to appear. Louise will keep you updated on this process and an estimated publication date.



## STEP 4: PUBLICATION

*Common Denominator* publishes four issues per calendar year. The issues are delivered to schools in the first week of each term. Articles need to be finalised by Week 4 of the previous term to be considered for an upcoming issue.

# ARTICLE TYPES

## > FEATURE ARTICLES

- 700-1200 words
- articles must be submitted in a Word document (not PDF)
- keep references to a minimum (some articles have about 600 words of references and they take up too much space in the magazine, so by all means cite references but don't go too crazy!)
- most of our published articles don't have a formal academic feel. We prefer articles to be easily accessible to teachers and be in plain English.
- articles have a much better chance of publication if they come with supplied images (see image guidelines below).

You can view examples of interesting feature articles:

[Disrupting traditional learning](#)

[Preparing for VCE exams](#) (page 6)

[Metacognition](#)

[The Art of Mathematics](#)

[Investigating epidemics](#)

## > BOOKS or RESOURCE REVIEWS

The best book reviews are the ones where a teacher describes:

- what prompted them to use the book/resource in class
- what they found useful about the book/resource
- how the book/resource was used as a catalyst for a class activity.

You can view examples of previous reviews:

[365 Penguins: Art and Maths](#) (page 20)

[How Many Dinosaurs Deep](#) (page 14)

[How Many Legs](#) (page 10)

[Today We Have No Plans](#) (page 18)

# IMAGE GUIDELINES

Articles that are supported by images are preferable. *Common Denominator* prefers real-life photography rather than illustrations or cartoon type images. Smartphones take fairly good pictures. When taking images, remember the following tips:

## > FRAMING

Frame the images horizontally (landscape rather than portrait).

The best pictures show students. For example, if you've written an article on the maths of a vegetable garden, the ideal image would be of students working on the investigation or building a vegetable garden.

Consider the background. Try to avoid mess (ie coffee cups, lunchboxes, rubbish etc) which might distract readers.

## > CLARITY

Try to be still when taking the picture (to avoid blurry images).

## > IMAGE QUALITY

When emailing images, do not compress them. Send them true to their actual size. Images should **not** be embedded into a Word document. They should be supplied as separate high resolution JPEG files and be of good quality (at least 300 dpi).

## > PERMISSION

If an image identifies student/s (or if student names are mentioned in the article), MAV will assume that the author of the article has obtained any necessary model release/permissions from the parents of the students. MAV will only use the image in conjunction with the article.

# FINAL TIPS FOR AUTHORS

Submissions from teachers, early childhood educators, mathematics leaders, academics, and other experts are encouraged. Writing for *Common Denominator* is terrific professional development. It helps to extend your networks and gets your thoughts and ideas out into the mathematics education world.

The audience for *Common Denominator* is broad, the journal reaches over 10,000 primary and secondary school teachers and numeracy leaders across Victoria and beyond. Here are a few tips to assist you in writing your article:

- ✓ Submit your article as a Word document.
- ✓ Keep your writing clear and simple.
- ✓ Explain all terminology in your article.
- ✓ Provide examples to support your arguments.
- ✓ Make sure your work is original.
- ✓ Include photos/diagrams to help explain your ideas (for example, student samples).
- ✓ Email images separately as high quality JPEG files.
- ✓ Keep articles between 500 and 1800 words.
- ✓ Include a small number of references if necessary (APA referencing style).
- ✓ Ensure you have permission for included images.
- ✓ Use examples from the classroom to support your writing. It is ok to write in first person. i.e., I taught this lesson...
- ✓ Complete the author contributor agreement and return it to the editor (electronic copy is fine)

## EXAMPLES OF PREVIOUS ARTICLES

Before you begin writing, check out some previous editions of the magazine. It's useful to see how authors have tackled topics and what types of articles are contained in each edition.

[www.mav.vic.edu.au/Services-and-News/Common-Denominator-Magazine](http://www.mav.vic.edu.au/Services-and-News/Common-Denominator-Magazine)