So, you're thinking about submitting an article to *TOMT?* Here's some information that might help you in this endeavor.

Activity Plan Articles

Articles of this type are generally no more than 2 pages of text that describes the lesson plan and 2 pages of student blackline masters.

Important information to include:

- Title
- By
- School (District)
- Email (optional)
- Strand(s)
- Grade Level(s)
- Objective(s)
- Materials
- Time
- Procedure

For other types of articles (opinion pieces, scholarly papers, informative papers, etc.,) see Style Guidelines below. Length should not exceed 2000 words.

Some Style Guidelines

Remember to *italicize* all titles of books.

Don’t use all capitals or bolding for emphasis. Use italics. Don’t use all capitals EVEN FOR PARTS OF YOUR STORY. EVEN FOR SUBTITLES. If you want something emphasized you can [add a note to the layout person in brackets]. [OKAY?]

It is only necessary to put one space between periods and the start of a new sentence.

As a rule of thumb, less formatting is better than more. For example, an article with columns should have the information submitted in one column only. It is much easier for the editors to reformat, based on the requirements of the layout in the magazine.

Graphics should have a resolution of 300 dpi or close to it. They should be in a common format: pdf, gif, tiff or pict. Digital photos should be as large as possible.

Issue Deadline for article submission
September /October – Deadline Aug 1
November/December – Deadline Sept 1
January/Feb – Deadline Nov. 1
March/Apr – Deadline Jan 1
May - June – Deadline Mar. 1

It helps to send a hard copy of the electronic file. Sometimes electronic submissions get garbled and the hard copy helps us see what was intended. Be sure to include the author's name and email somewhere within the body of the article submission. We can't tell you how many attachments get sent to us without that information and down the line, if we don't know who the author is, we can't use the article.

All readers are encouraged to contribute articles and opinions. Include a hard copy and an electronic version of your article. Please send all correspondence to the editors at:

Cathy Bernhard
7250 SW Brenne Lane,
Portland, OR. 97225
cathymath@earthlink.net

OR

Jackie Cooke
428 S.W. Day Ct.
Gresham, OR. 97080
Jackie_Cooke@gbsd.gresham.k12.or.us

OCTM Website and *TOMT* Criteria Lists

- **Criteria for inclusion on the Back Cover of *TOMT***
  - Financially contributes to OCTM in some way
  - In line with OCTM Mission Statement
  - Affiliated with an Oregon University
  - Oregon teacher-made materials
  - Ongoing history with OCTM
  - Non-profit organization
  - Ad space is not sold

- **Criteria for Articles**
  - One of the major purposes of *TOMT* is to provide ready-to-use classroom activities for teachers to help students demonstrate proficiency with the Math Standards and Mathematical Practices
  - Activity might reference a product being sold as it relates to using the activity in the classroom
  - A company's contact information might be mentioned if it is related to the article
  - Commercial ads will not be accepted
  - Preference given to OCTM members and/or Oregonians as authors
  - If electronic files (slideshows, Excel files, notebook activities, etc.) are mentioned in the article, they should be sent to the OCTM Webmaster at the same time as submission of the article text and the OCTM website link should be referenced for download in the body of the article.

- **Criteria for Website Math Links page**
  - Non—profit status
  - Mega math portal sites (like Math Nexus or Saginaw Valley State University in Michigan Math Science Center site)
  - Non-commercial sites containing classroom ideas (justify which standards or practices their website addresses and then include that information with the links)
  - Links to Math Teacher Professional Organizations (NCTM, NCSM)
  - Links related to the CCSS math standards
  - Link to the ODE Math Resources