

# Guide for Authors

## Focus

The *UMAP Journal* focuses on **mathematical modeling and applications of mathematics at the undergraduate level**. The editor also welcomes expository articles for the On Jargon column, reviews of books and other materials, and guest editorials on new ideas in mathematics education or on interaction between mathematics and application fields. Authors are invited to consult the editor or an associate editor.

## Understanding

A manuscript is submitted with the understanding—unless the authors advise otherwise—that the work is original with the authors, is contributed for sole publication in the *Journal*, and is not concurrently under consideration or scheduled for publication elsewhere with substantially the same form and content. Pursuant to U.S. copyright law, authors must sign a copyright release before editorial processing begins. Authors who include data, figures, photographs, examples, exercises, or long quotations from other sources must, before publication, secure appropriate permissions from the copyright holders and provide the editor with copies.

## Language

The language of publication is English (but the editor will help find translators for particularly meritorious manuscripts in other languages). The majority of readers are native speakers of English, but authors are asked to keep in mind that readers will vary in their familiarity with vocabulary, idiomatic expressions, and slang. Authors should use consistently either British or American spelling.

## Format

Even short articles should be sectioned with carefully chosen (unnumbered) titles. An article should begin by saying clearly what it is about and what it will presume of the reader's background. Relevant bibliography should appear in a section entitled *References* and may include annotations, as well as sources not cited. Authors are asked to include short biographical sketches in a section entitled *About the Author(s)*.

## Style Manual

On questions of style, please consult current *Journal* issues and *The Chicago Manual of Style*, 13th or 14th ed. (Chicago, IL: University of Chicago Press, 1982, 1993).

## Citations

The *Journal* uses the author-date system. References cited in the text should include between square brackets the last names of the authors and the year of publication, with no intervening punctuation (e.g., [Kolmes and Mitchell 1990]). For three or more authors, use [Kolmes et al. 1990]. Papers by the same authors in the same year may be distinguished by a lower case letter after the year (e.g., [Fjelstad 1990a]). A specific page, section, equation, or other division of the cited work may follow the date, preceded by a comma (e.g., [Kolmes and Mitchell 1990, 56]). Omit “p.” and “pp.” with page numbers. Multiple citations may appear in the same brackets, alphabetically, separated by semicolons (e.g., [Ng 1990; Standler 1990]). If the citation is part of the text, then the author's name does not appear in brackets (e.g., “...Campbell [1989] argued ...” ).

## References

Book entries should follow the format (note placement of year and use of periods):

Moore, David S., and George P. McCabe. 1989. *Introduction to the Practice of Statistics*. New York, NY: W.H. Freeman.

For articles, use the form (again, most delimiters are periods):

Nievergelt, Yves. 1988. Graphic differentiation clarifies health care pricing. UMAP Modules in Undergraduate Mathematics and Its Applications: Module 678. *The UMAP Journal* 9 (1): 51–86. Reprinted in *UMAP Modules: Tools for Teaching* 1988, edited by Paul J. Campbell, 1–36. Arlington, MA: COMAP, 1989.

## What to Submit

Send three paper copies of the entire manuscript. Number all pages, and put figures on separate sheets (in two forms, with and without lettering). Number figures and tables in separate series. If possible, send a diskette with files of any figures and formatted and unformatted (“text” or ASCII) files of the manuscript text; label the diskette with the kind of computer and the names and versions of programs used.

## Refereeing

All suitable manuscripts are refereed *double-blind*, usually by two or more referees.

## Courtesy Copies

Reprints are not available. Authors of an article receive five copies each of the issue in which the article appears; the author of a review receives one copy; authors of a UMAP Module each receive five copies of the *Journal* issue plus one copy of the *Tools for Teaching* volume in which the Module appears. Authors may reproduce their work for their own purposes, including classroom teaching and internal distribution within their institutions, provided copies are not sold.

## UMAP Modules

A UMAP Module is a teaching/learning module, with precise statements of the target audience, the mathematical prerequisites, and the time-frame for completion, and with exercises and (often) a sample exam (with solutions). Some UMAP Modules appear in the *Journal*, and all accepted Modules appear in the *Journal*'s annual supplement *UMAP Modules: Tools for Teaching*. Authors considering whether to develop a topic as an article or as a UMAP Module should consult the editor.

## Where to Submit

Reviews and material for On Jargon should go to the respective associate editors, whose addresses appear on the masthead. Send all other manuscripts to

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