

welcome to this



Webinar!

“Reviewing and Writing for *TEEM*:  
*Teaching for Excellence and Equity in Mathematics*”

Presented by *TEEM* co-editor

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# webinar outline

- History/mission of *TEEM*
- Reviewing for *TEEM*
- Writing for *TEEM*
- Q & A

# (very) brief history of *TEEM*

- 2003: founding of TODOS: Mathematics for ALL
- 2008: refereed journal proposed to TODOS Board
- 2009: first issue released by founding co-editors (me, Cynthia Anhalt, Miriam Leiva); “reviewed” papers from *Noticias* internally selected and adapted for *TEEM*; external review process setup for future issues
- Issues published online: 10/21/2009, 11/22/2010, 12/30/2011, 11/10/2012, *summer 2013*
- 2011: issues made available to all (except that only TODOS members can see current issue); Editorial Panel created to help collect and synthesize external referee reports
- 2012: additional call for papers written by and for classroom teachers and/or teacher educators

articles in *Teaching for Excellence and Equity in Mathematics* must align with the mission of TODOS:

“to advocate for an equitable and high quality mathematics education for all students – in particular, Hispanic/Latino students – by increasing the equity awareness of educators and their ability to foster students’ proficiency in rigorous and coherent mathematics.”

# from the *TEEM* Call for Papers

The intended **audience** of *TEEM* includes math educators, practitioners, leaders, and administrators at all levels.

The journal aims especially to engage mathematics education topics involving **excellence and equity simultaneously** (rather than either in isolation) in a way that connects research to classroom practice and can directly inform the practice of teachers or professional developers. To this end, articles are welcomed that relate to:

- (1) all students learning mathematics that is effective and appropriate for them, on and beyond grade level expectations, beyond computational abilities, as problem solvers,
- (2) a vision or example of what this looks like in the K-12 classroom (or courses for pre-service or in-service teachers), or
- (3) attention to the roles that language and culture (in a broad sense) have in teaching and learning.

The journal defines **equity** broadly, including (but not limited to) issues of language, gender, ethnicity, and culture. *TEEM* welcomes addressing issues of language, culture, access, equity, and quality from diverse viewpoints: teachers, teacher-leaders, administrators, professional developers, teacher preparation faculty, etc.

# *TEEM*'s Double-Blind Peer-Review Process

- Author emails submission to [teem@todos-math.org](mailto:teem@todos-math.org)
- Editor verifies submission is complete, blinded, and aligned with TODOS mission before assigning paper a manuscript number
- Editor sends paper (and email addresses of 3 suitable external referees) to an Editorial Panelist
- Panelist gathers and synthesizes referee reviews
- Editors finalize decision and notify Author

# Reviewing for *TEEM*: How

- To **join** the referee pool, just email [teem@todos-math.org](mailto:teem@todos-math.org) (1) your full name, affiliation, and contact information [email, phone, fax, mailing address], (2) grade levels (e.g., EM/MS/HS/college) where you have teaching or research experience, (3) thematic areas where you have particular interest and expertise
- You are generally asked to do only 1 review each year and you have the chance each time to let the Editorial Panelist know if there's a conflict of interest, schedule, or background that would prevent you from doing it within about 3-6 weeks
- The author of the paper will not be told the identity of the referees (or even the Panelist) reviewing his/her paper
- to guide and structure the process, you'll be given a straightforward **form**



# TEEM Referee Reviewer form

(only items #3 & 5 are shared with authors)

1. From your perspective, briefly describe the main **purpose** of the article.
2. Choose one of the 4 options for your overall **recommendation** for the article:  
 accept as is (well-written and great fit with the TEEM and TODOS mission)  
 accept under the condition that the author makes some (minor) changes (this will be overseen by the editors without further review by external referees)  
 reject, but encourage the author to submit a revision that will go through the refereeing process again  
 reject and do not encourage the author to submit a revision
3. Briefly state your reasons for the recommendation you gave in #2. Your reason should refer to **overall aspects of the paper** (such as the attributes in item #4). Be sure to indicate the article's key strengths and weaknesses (with an indication of if you think the weaknesses can be "fixed" if a revision were submitted).



# *TEEM* Referee Reviewer form (cont.)

(only items #3 & 5 are shared with authors)

4. For each criterion, check 1 of the 5 **ratings** (very poor, poor, fair, good, very good):

- Fit with TODOS mission
- Overall quality of writing
- Usefulness to teachers
- Integration of equity and excellence
- Originality of this contribution to the education field/community

5. In #3, you gave overall feedback about the paper – now give more **detailed feedback about the paper that will be useful for the author to consider** in making a revision. It will be easiest if you give feedback in the order that the sections appear in the paper. Also, please be sure to note anything about the content (e.g., math content, references, etc.) that you noticed was incomplete, incorrect, misleading, offensive, or otherwise inappropriate.

6. Any further **feedback for the editor** to see (use an additional page if you need to):

# Reviewing for *TEEM*: Why

- Reviews improve the papers by noting how or where the paper could be more specific, rigorous, consistent, practical, culturally-sensitive, etc.
- See editorials on the importance of reviews in Nov. 2003 and Nov. 2009 issues of *Journal for Research in Mathematics Education*
- Valuable service to *TEEM*, TODOS, & profession
- You get fame/credit (e.g., p. 30 of 2011 issue)
- Valuable experience and a way to keep up with new ideas (though you can't yet cite/share them)

# Writing for *TEEM*: Why

- You learn/improve by writing about your work
- Helps others learn best new ideas and make them accessible to future generations
- It should enhance your teaching portfolio or tenure dossier to have an article in *TEEM*, a refereed journal being cited by other respected journals
- Editors can often give more hands-on help than most journals do

# Writing for *TEEM*: How (step 1)

- Identify (with a collaborator?) a question or intervention that is important to you (and likely to be important to others as well)
- Search (e.g., <http://www.eric.ed.gov/search/>, <http://scholar.google.com>, *TODOS Bibliography of Diversity and Equity in Mathematics Education*) recent papers related to your topic to see what you can draw from, cite, and add value to
- Browse past issues of *TEEM* (and the author guidelines on the *TEEM* website) and see if your idea for a paper is consistent with the style, length, and scope of papers *TEEM* has previously published; maybe it would fit another journal even better
- Send a “query email” to *TEEM* ([teem@todos-math.org](mailto:teem@todos-math.org)) if you want feedback on the idea/topic/approach itself
- As you begin writing, remember *TEEM* has a broad audience (not everyone is a scholar, teacher, activist, bilingual, etc.), so try to provide explanations and/or references for specialized terms/concepts

# Writing for *TEEM*: parts of a paper

- Abstract (a summary; usually 50-100 words)
- DARE (Discussion And Reflection Enhancement)  
Pre-Reading Questions, usually 2-4
- Bio (up to 50 words per author)
- Acknowledgments (if any)
- **Body of the Paper**
- References (in APA style)
- DARE (Discussion And Reflection Enhancement)  
Post-Reading Questions, usually 4-8
- Appendices (if any)

# APA (American Psychological Association) style

**WHY?** Template to organize paper can avoid writer's block, consistent and complete citations are considerate of reader, etc. Journals ensure this by requiring a particular "style" (how you say your content) and APA style happens to be the style most used in our field's journals.

**HOW?** There is a paperback (APA, 2010) of the current (6<sup>th</sup>) edition of APA style, but rules for common situations can be readily found online (e.g., <http://www.apastyle.org>) or inferred by looking at previous *TEEM* papers. Some websites (e.g., <http://citationmachine.net/>) put your bibliographic citations in the right form.

# Writing for *TEEM*: submission process

- Proofread paper (spelling, grammar, jargon, clarity, flow, etc.)
- Remove identifying information from paper  
(e.g., describe the setting or participants in a way that offers insight but does not reveal names of your school/city/participants; make sure the manner or frequency with which you cite your own work does not reveal your identity by taking into account how much your submitted article explicitly or exclusively depends on that prior reference). If you are still unsure how to handle a particular item with this issue, feel free to call it to our attention and we can suggest a solution before we send it out for review. Also, clear the file's "Author" field under Properties so that there is no "metadata" associated with the file that names an author or institution; make sure Track Changes has been fully accepted, with comments deleted, and with the tracking showing "Final" as you turn off TrackChanges.
- Fill out "Author's Disclosure Statement" (from *TEEM* webpage)
- Obtain written permission from the appropriate party if your paper includes items such as copyrighted images, large excerpts, or student work/photo which shows a student's face or name.
- Send email to [teem@todos-math.org](mailto:teem@todos-math.org) whose body includes author bio, acknowledgments, title of paper, contact information of each author; attach to the email the "Author's Disclosure Statement" and a .doc file with the (blinded) paper

# Writing for *TEEM*: revision process

- It's the most common result, so don't take it personally! It's just an opportunity to help your paper reach its full potential.
- As you prepare the revision, feel free to ask the Editor for clarification if you feel part of the feedback is unclear or contradictory.
- When you submit the revision, you need to attach a separate file that makes clear how and where reviewer feedback has been addressed. Depending on the number/extent of the changes, this could be done by including
  - (1) a TrackChanges version of the paper with changes indicated, OR
  - (2) a 2-column table with each reviewer suggestion on the left and the corresponding change (or justification of why it was not changed) in the right column of that row.



# Post-submission communication with Editor

- Editor generally communicates with “corresponding author” who submitted paper
- If you don’t hear from us in awhile, it’s okay to email and ask for a status update
- If/when paper is accepted, Editor sends you a galley to proofread (in a timely manner) for errors
- When issue is published online at TODOS website, Editor sends you a pdf file of your paper, a congratulatory letter, and (later) a free print copy of the issue from the limited print run usually done

# References (*in APA style*)

APA (2010). *Publication manual of the American Psychological Association* (6<sup>th</sup> ed.). Washington, DC: APA.

Haggerty, K. D. (2012). How to write an anonymous peer review. Retrieved from <http://chronicle.com/article/How-to-Write-an-Anonymous-Peer/131475/>

Heid, M. K., & Zbiek, R. M. (2009). Manuscript review as scholarly work. *Journal for Research in Mathematics Education*, 40(5), 474-476.

Silver, E. A. (2003). Reflections on reviews and reviewers. *Journal for Research in Mathematics Education*, 34(5), 370-372.

Thank you for coming!  
your questions & feedback are welcome

after today, contact the terrific *TEEM* team of Editors at: [teem@todos-math.org](mailto:teem@todos-math.org)

