

## Manuscript Submission Guidelines

*Asian Journal for Mathematics Education* (AJME) uses double-anonymised peer review. Authors are required to submit: (1) a version of the manuscript which has had removed or anonymised any information that compromises the anonymity of the author(s); and (2) a separate title page which includes any removed or anonymised material. AJME editorial staff performs a quality control check to ensure the submitted manuscript meets the formatting requirements listed below. Manuscripts that do not follow the styles will be returned to the author(s) for correction before being considered for peer review.

### 1.1 Title Page

AJME requires the title page should be uploaded separately, which includes:

- Title
- Name(s) of the author(s)
- Affiliation(s) of the author(s), i.e., institution, (department), city, (state), country
- A clear indication and an active e-mail address of the corresponding author
- Acknowledgment(s) of people, grants, funding, etc.; this information should be removed from the main text in the double-blind review process
- If available, the 16-digit ORCID of the author(s)

For authors that are (temporarily) unaffiliated we will only capture their city and country of residence, not their e-mail address unless specifically requested.

### 1.2 Text Formatting

AJME requires all manuscripts to be submitted in .DOC or .DOCX format.

- Use 12-point Times New Roman for text
- Use italics for emphasis

- Use ISO standard A4 paper
- Leave 2.54 cm/1 inch margins on all sides
- Use tab stops or other commands for indents, not the space bar
- Use double-spaced main text
- Use single-spaced references, tables, figures, and appendices
- Use consecutive page numbers starting with the first page of text (not the title page)
- Use the equation editor or MathType for equations

### **1.3 Main Text**

- Place consecutive page numbers at the upper right-hand corner of the page
- Use no more than three levels of headings to organize the manuscript (follow American Psychological Association (APA) 7th Style heading structure)
- Use footnotes instead of endnotes for references
- Define abbreviations at first mention and use consistently thereafter
- Incorporate quotations of less than 40 words into the text using double quotation marks; otherwise, use a freestanding block of text, per APA 7th Style

### **1.4 Tables Guidelines**

- All tables are to be numbered using Arabic numerals.
- Tables should always be cited in text.
- For each table, please supply a title explaining the components of the table.
- Identify any previously published material by giving the original source in the form of a reference at the end of the table caption.
- Footnotes to tables should be indicated by superscript lower-case letters and included beneath the table body.

- All the tables should conform to APA 7th Style guidelines. Check the APA style website for examples (<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/tables>).

### 1.5 Figures Guidelines

- All types of visual displays other than tables (including artworks, graphs, charts, drawings, illustrations, and other graphics) are considered as figures.
- They should be in the text, not appended to the end of the manuscript.
- Figures need to be clear but also keep file sizes from exceeding the system limit.
- They should be numbered consecutively, have a brief but descriptive title (capitalized in italic title case), and comply with APA 7th Style guidelines. Check the APA style website for examples (<https://apastyle.apa.org/style-grammar-guidelines/tables-figures/figures>).

### 1.6 References

All text citations and references should follow APA 7th Style guidelines, except for cited books, the places of publication should be included in the reference.

Personal communications should only be mentioned in the main text, like “Fan (personal communication, Date)” and not in the reference list. The following examples are selected from the APA style website (<https://apastyle.apa.org/style-grammar-guidelines/references/examples>).

#### Journal Articles

- Grady, J. S., Her, M., Moreno, G., Perez, C., & Yelinek, J. (2019). Emotions in storybooks: A comparison of storybooks that represent ethnic and racial groups in the United States. *Psychology of Popular Media Culture*, 8(3), 207-217. <https://doi.org/10.1037/ppm0000185>
- **Parentetical citation:** (Grady et al., 2019)

- **Narrative citation:** Grady et al. (2019)

#### Whole Authored Book

- Jackson, L. M. (2019). *The psychology of prejudice: From attitudes to social action* (2nd ed.). Washington, DC: American Psychological Association. <https://doi.org/10.1037/0000168-000>
- **Parenthetical citations:** (Jackson, 2019)
- **Narrative citations:** Jackson (2019)

#### Whole Edited Book

- Kesharwani, P. (Ed.). (2020). *Nanotechnology based approaches for tuberculosis treatment*. London, UK: Academic Press.
- **Parenthetical citations:** (Kesharwani, 2020)
- **Narrative citations:** Kesharwani (2020)

#### Chapter in an Edited Book

- Dillard, J. P. (2020). Currents in the study of persuasion. In M. B. Oliver, A. A. Raney, & J. Bryant (Eds.), *Media effects: Advances in theory and research* (4th ed., pp. 115–129). New York, NY: Routledge.
- **Parenthetical citations:** (Dillard, 2020)
- **Narrative citations:** Dillard (2020)

#### Published Dissertation or Thesis

- Kabir, J. M. (2016). *Factors influencing customer satisfaction at a fast food hamburger chain: The relationship between customer satisfaction and customer loyalty* (Publication No. 10169573) [Doctoral dissertation, Wilmington University]. ProQuest Dissertations & Theses Global.
- **Parenthetical citations:** (Kabir, 2016)

- *Narrative citations*: Kabir (2016)

Online document

- Abou-Allaban, Y., Dell, M. L., Greenberg, W., Lomax, J., Peteet, J., Torres, M., & Cowell, V. (2006). Religious/spiritual commitments and psychiatric practice. Resource document. American Psychiatric Association. [http://www.psych.org/edu/other\\_res/lib\\_archives/archives/200604.pdf](http://www.psych.org/edu/other_res/lib_archives/archives/200604.pdf).

Accessed 25 June 2007.

- *Parenthetical citations*: (Abou-Allaban et al., 2006)
- *Narrative citations*: Abou-Allaban et al. (2006)

### 1.7 Appendices

All appendices should comply with APA 7th Style guidelines and will be fully reviewed.