

Guidelines for authors - Notices of the AMS

Thank you for your interest in submitting a contribution to *Notices of the American Mathematical Society*. Here is some guidance about how to write it.

Research articles should be written to be understandable by, and interesting to, a variety of readers: good second-year mathematics graduate students, academic mathematicians in fields outside of your own, mathematically focused researchers in fields such as economics and physics, mathematicians working in industry, etc. Articles concerning professional and social issues should be interesting to a substantial fraction of the AMS membership, and written in a scholarly tone. In particular, it is inappropriate to use inflammatory language, sweeping generalizations unsupported by evidence, or personal attacks. Well-argued and respectfully presented opinions on important issues that some may find controversial are welcome.

All articles should be written to a high standard of exposition. The books of N. Higham and S. Krantz on mathematical writing give a good idea of our expectations (there are many other guides to good mathematical writing easily findable on the internet). There is a page budget for the *Notices*, and referee time is limited. We want to spend our resources only on high quality articles that will have some lasting value. The keys for authors are to know what you want to say, understand the audience, think clearly, and polish the draft repeatedly.

All articles are refereed for exposition and correctness, and publication is contingent on authors making the changes requested by the referees and editors. Letters to the Editor are generally not refereed, but the Editor-in-Chief reserves the right to negotiate changes (e.g. shortening) with the author before publication, and not to print anything that is well beyond the limits of normal professional discourse.

Manuscript preparation guidelines

The following are the usual upper bounds on length and references by article type (for manuscripts using WYSIWYG software such as LibreOffice, Google Docs or Microsoft Word, assume roughly 650 words/page. For LaTeX, compile using the *Notices* style file to check the page count). Editors may impose smaller upper bounds for certain types of articles, and also impose lower bounds.

- Feature articles: 10 pages, 20 references.
- Memorial and history articles: 10 pages, 20 references
- All other articles: 10 pages, 15 references.
- Articles may not include an abstract or a biography of the author.
- References should be in the form illustrated in the style file. In particular, they should include MR numbers.
- ***Consult the separate Submissions Checklist*** to ensure completeness of your submission, because a submission includes more than just a manuscript of an article. Please pay particular attention to the need for permissions for all graphics and photos. The manuscript will be submitted as a single PDF.

Advertising your article

Your article may be freely posted on the author's own website, contributed to the author's institutional repository, and posted on arXiv.org. If you post a version with more references than those allowed by the *Notices*, please include a note on the posted version saying "This is the author's version of an article from the *Notices of the AMS* with an expanded reference list".

Images

For submissions in LaTeX, please insert the images. For WYSIWYG submissions, please identify the filenames of the images you want to use and where they should be placed in your manuscript. For more information about graphics, see the graphics guidelines below.. Questions about whether a particular image is of high enough resolution can be addressed to ga-request@ams.org .

Sample articles

Recent articles can be found by following links here:

<https://www.ams.org/cgi-bin/notices/amsnotices.pl?thispage=homenav> (use the dropdown menu to explore collections such as Features)

Sample feature article: <https://www.ams.org/journals/notices/202306/noti2704/noti2704.html>

Sample full issue: <https://www.ams.org/journals/notices/202308/202308FullIssue.pdf>

Checklist for Submissions to *Notices*

See guidelines for finding photos and graphics, and producing them yourself, below.

<ul style="list-style-type: none">• PDF of manuscript including all graphics/photos
<ul style="list-style-type: none">• Captions for all graphics and photos
<ul style="list-style-type: none">• Permissions for each graphics image, photo, headshot, and (of Feature article), opener. See below for information about permissions.
<ul style="list-style-type: none">• Identifier for each author in the form of: "Jane Doe is a professor of mathematics at Academia College. Her email address is jdoe@academia.edu"
<ul style="list-style-type: none">• Headshot for each author
<ul style="list-style-type: none">• If Feature article: A horizontally oriented image used as an opener for your article. This could be one of your figures, another image you have created, or a free image taken from elsewhere.

Rules for permissions:

- For each graphics image/photo, we need the name of the creator/photographer.
- If the creator/photographer is an author of the article, friend, or family member of an author, indicate that explicitly, and that will suffice.
- For images in the public domain or under a license permitting use by *Notices* (e.g., some Creative Commons licenses), provide a link to the relevant repository.
- In all other cases, provide an email message from the owner/copyright holder of the image granting *Notices* permission to reprint it without restrictions. If the image has already been published and the creator does not hold the copyright, we will need such a message from the publisher.

Graphics Guidelines for Notices of the AMS

3 Steps to Ensure That Your Graphics Will Print and Display Properly

1. Identify the Type of Graphic (Raster or Vector)

It is important to know if you are working with a raster or vector graphic in order to determine the suitability for print.

- A **raster** graphic is an array of pixels of various colors, which together form an image. These images typically come from digital cameras, Adobe Photoshop, or “Paint” programs. A paint program allows the user to draw or paint bitmapped images on a computer. Examples include: KolourPaint, XPaint, Deluxe Paint, MacPaint, and Microsoft Paint.
- A **vector** graphic is created using vector illustration programs. These programs use mathematical equations and geometric primitives (points, lines, and shapes) to create clean art that can be scaled infinitely without any loss of quality. Examples include: Adobe Illustrator, Inkscape, Mathematica, and Matlab.

2. Confirm the Graphic Meets the Appropriate Specifications for Its Type (a, b, or c)

High resolution image files are needed in order to ensure professional quality printing. *Notices* graphics are typically formatted in 2 sizes: 1 column (small) and 2 column (large) width. See specifications below.

Raster (Photographic Images)

- 300 pixels per inch required
- (small) 1 column width | printed at 3-7/16 inches wide | Original: at least 1031 pixels wide
- (large) 2 column width | printed at 7-1/8 inches wide | Original: at least 2138 pixels wide

Raster (Line Art Images)

- 600 pixels per inch required
- (small) 1 column width | printed at 3-7/16 inches wide | Original: at least 2062 pixels wide
- (large) 2 column width | printed at 7-1/8 inches wide | Original: at least 4276 pixels wide

TIP: Here’s a quick way to find out if your image meets the requirements listed above.

Open a web browser and click on the File tab. Click “Open File” and browse to find the file you would like to open. Once the image is open, right click on that image.

Safari: Click “Open Image in New Tab.” Dimensions appear in header tab, to the right of the file name.

Firefox: Click “View Image Info.” Dimensions appear in a popup dialog box.

Vector (Line Art Images)

Resolution and quality will be high. The most common problem with vector graphics is that the line weights are too thin to print. See step #3.

3. Be Sure That the Details of Your Graphic are in Order

Font size and line weights: Be sure your font size and line weights are legible and strong. The minimum printable font size is 6pt. The minimum line width is 0.5.

Fonts: Fonts should be embedded in figures rather than superimposed on figures using commands in TeX.

File Format: Most standard file formats can be used, including JPEG, TIFF, EPS, PNG, GIF, and PDF.

For a detailed guide to creating graphics for use in books and journals, go to:
<https://www.ams.org/publications/authors/creating-graphics.pdf>

Graphics Resources

Below is a list of resources that authors can use to find free images:

- Getty images <https://www.gettyimages.com/collaboration/board>
- MFO galleries are also a great and useful source.
<https://www.mfo.de/math-in-public>
- The majority of photos that NASA offers are free for non-commercial use, with the proper attribution. See <https://images.nasa.gov/> and <https://www.nasa.gov/nasa-brand-center/images-and-media/>
- [Pixabay](#) is an online image-sharing service that focuses entirely on images dedicated to the public domain under the Creative Commons Public Domain Dedication (CC0).
- [ARTstor Images for Academic Publishing \(IAP\)](#) is a database of nearly 1 million images brought together to serve the scholarly and instructional needs of art historians, as well as students and faculty in the humanities and related social sciences. ARTstor's Images for Academic Publishing program provides “free print-quality images for use in scholarly publications.”
<http://www.artstor.org/content/collaborations>
- The AMS has an archive of headshots of past presidents, and officers
- For Congress, each representative should have a home page with press kits and media contacts.
 - For House media, see: <https://www.house.gov/media>
 - For Senate media, see: <https://www.senate.gov/galleries/>