

NCSM Speaker Proposal Style Guide

Abstracted from
NCSM Text Edit Rules 040716
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Highlights for 2018 Speaker Proposals

- 1) Most session title words are capitalized.
- 2) The first use of an acronym should be paired with the full phrase. One is in parentheses following the other. You do not need to do this for NCSM, NCTM, or CCSSM.
- 3) Spell out employer names, cities, states, and countries (outside the U.S.) completely.
- 4) Capitalize the names of courses (e.g., Algebra 1 or Geometry or Math 2). Do not capitalize fields of study (e.g., algebra, geometry, or mathematics).
- 5) Spell “mathematics” out completely. [The proposal constraints were changed to a word count to accommodate this.]
- 6) Preservice and inservice should not be hyphenated. District-wide or school-wide should be hyphenated.
- 7) Use “D.C.” for District of Columbia when it appears in the text/body of paragraphs or titles.

More details can be found in the following pages.

Session Title Capitalization

Session Title Words to Capitalize:

Capitalize first and last word.

Capitalize any word after a colon or semicolon. Capitalize first word in hyphenated words.

Capitalize second word only if a noun or adjective is as important as the first word.

Examples: "How to Apply Stage Make-up"
"The Pre-Raphaelite Imagination"
"Through the Looking-Glass"

Capitalize subordinating conjunctions.

Examples:

After	As Soon As	If	Until	While
Although	Because	That	When	
As If	Before	Unless	Where	

Capitalize all other words (nouns, pronouns, verbs [**Is, Was, Were**], adjectives, adverbs).

Session Title Words that are Not Capitalized:

Articles: a an the

Preposition Examples of < 5 letters (examples and counter-examples):

About	Among	Between	in	out	up
Above	as	Beyond	Inside	over	upon
Across	at	by	into	past	till
After	Be	Despite	near	Since	Versus
Against	Before	down	of	Through	Via
All	Behind	Except	off	to	with
Along	Below	for	on	Toward	Within
Am	Beneath	from	onto	Until	Without
amid	Beside				

Coordinating Conjunctions:

and	for	or	nor	so
yet	but			

The "to" in infinitives: How to Play Chess

Examples: "The Love Song of J. Alfred Prufrock"
"The Sound and the Fury"
"Courtship Through the Ages"
"Pamela: Or Virtue Rewarded"
"Industry Since World War II"

Miscellaneous words

Am	Do	Is	That	This
When	Are	Have	It	Then

Session Title Punctuation

Do not use periods in titles except for “...”

The following punctuation is okay:

colons	en-dashes	semi-colons
dashes	exclamation marks	question marks
em-dashes		

Text Editing for Other Speaker/Session Information

- Acronyms:** The first use of an acronym must be followed by the spelled out words in parentheses.
(See Acronym Section for translations.)
- Affiliation:** Spell out employer names completely.
Spell out employer city and state completely, followed by country for all non-U.S. speakers.
Use “DC” for District of Columbia in addresses.
Use “D.C.” for District of Columbia when it appears in the text/body of paragraphs or titles.
- Audience:** Use either “General” or “PK–12, College” but not both in a given year’s program book.
- Spacing:** Use one space between words.
Use one space between sentences in descriptions.
Use one space between all items in titles.
Use one space between all items in speaker bios.

General Rules for Text Editing

Quotation Marks:

Place commas and periods inside quotation marks.
Place colons and semicolons outside quotation marks.
Place dashes, question marks, and exclamation points inside quotation marks ONLY if they belong to the quotation.

Capitalization (or not) other than in session titles:

Use “Algebra,” when used as title of a specific course.
Use “algebra,” when used as a field of study.
Same for other courses: Geometry/geometry, Calculus/calculus, etc.

Examples: Who teaches History 202?
It’s the same professor who teaches my sociology course.

Capitalize references to language/culture: English, German, French, etc.
Use “standards,” when meaning a set of principles/guides.
Use “Standards,” only when specifically referring to the document titled “NCTM Standards.”
Capitalize strands: Number & Operations, Probability & Statistics

Other Examples: English Language Learners (ELLs)
Internet
NCSM Website (all others, lowercase “w”)

Spellings (compound words) and other conventions (some specific only to NCSM):
For the Newsletter: spell out numbers through nine, then 10, 11, 12, 13, etc.

Non-Hyphenated:

a NATO (not an NATO)	multifaceted	PK (not PreK)
an NCSM (not a NCSM)	nationwide	
citywide	one, two, three, four, five, ... twelve, 13, 14, 15, etc.	
inservice	ongoing	
lifelong		socioeconomic
mathematical content knowledge		springboard
metacognition		statewide
microworld	online	toolkit
multimedia	offline	underrepresented
multiered	preservice	website

Hyphenated:

co-inquiry	high-stakes	real-time
world decision-making	in-depth	research-based
deep-seated	inner-city school	school-wide
district-wide	low performing	site-based
email	multi-district	standards-based
ever-changing world		
4th-grade class	multi-level	two-year college
fourth-grade class	on-site	web-based
hangs-on	out-perform	week-long
high-school teacher	pre-Kindergarten	high-school teacher

Correct words to use (clarifying definitions):

assure (to promise)
ensure (to make sure, certain, or safe)
insure (to make certain; some reserve it for legal/financial protection)

Speaker Names

Omit personal titles (Mr., Ms., Mrs., Dr., etc.) The exception is when there is a reference to religious designations (Father, Sister, Rabbi, etc).

Omit educational credentials (M.A., Ph.D., B.A., etc.) Use period after middle initial.

Use title case in position and employer fields.

Spell out acronyms when the acronym used is not necessarily widely known.

Miscellaneous Rules

50th NCSM Annual Conference; if referring to conference in general, then do NOT capitalize “A” or “C”

grade 2 or 2nd grade: either okay, do NOT capitalize “g”

mathematics (preferred over “math”)

email (no hyphen)

Books, Seminar, Webinar, Conference titles: all in italics

Western I Region (Roman numeral for I or II). Also: Western I Regional Director for title

When to Use a Hyphen:

Always use a hyphen to form new words starting with prefixes **self-**, **ex-**, **all-**, and **half-**.

Use a hyphen before the suffix **-elect**.

Use a hyphen to form an adjective (two or more words that serve as a single-thought adjective before a noun, but not after a noun).

Examples: In real life I am a large, big-boned woman with rough, man-working hands.
In real life I am large and big boned.

When Not to Use a Hyphen:

Do not use a hyphen when the first of these words is an adverb ending in **-ly**.

Example: Delicately prepared pastry

Do not use a hyphen when a number or letter is the final element in a single-thought adjective.

Example: class B movie.

En-Dash Use and Keystroke:

The en-dash (—) is used to indicate duration of time, or a difference in distances, ages, etc. The en-dash keystroke = opt(ion) hyphen (on a MacIntosh).

Examples: a 3–2 win
struggle of 1965–1980
the Canada–U.S. border

To indicate ranges:

Examples: 15–19 March
3:15–4:00 PM
35–40 mm

Em-Dash Use and Keystroke:

The em-dash (—) is used to indicate sudden breaks and abrupt changes; amplifying, explanatory and digressive elements.

The em-dash keystroke = shift opt(ion) hyphen (on a MacIntosh).

Examples: “Will he—can he—obtain the necessary signatures?” Mills said pointedly.
He conceded that the plan was bold and unusual—bold and unusual in the sense that ...
The influence of three impressionists—Monet, Sisley, and Degas— can clearly be seen in his early development as a painter

Acronym Cross-Referenced with Spelled Out Name

Spell out acronyms when the acronym used is not necessarily widely known. In speakers/sessions information, the first use of an acronym must be followed by the spelled out words in parentheses.

Example: Computer Algebra System (CAS)

Please add to the following list as new acronyms are encountered.

5E Instructional Model	Engage, Explore, Explain, Elaborate, Evaluate Instructional Model
ADP	American Diploma Project
AMAYTC	American Mathematics Association of Two-Year Colleges
AMTE	Association of Mathematics Teacher Educators
AYP	Adequate Yearly Progress
CAS	Computer Algebra System
CCI	Classroom Cognitive Instrument
CMP STIR	California Mathematics Project Supporting Teachers to Increase Retention
CCSSM	Common Core State Standards for Mathematics
CPM	College Prep Math
CSMC	Center for the Study of Mathematics Curriculum
OG-AP	Ongoing Assessment Project
DMI	Developing Mathematical Ideas professional development materials
ELLs	English Language Learners
HOT Questions	Higher Order Thinking Questions
IMPACT	Innovative Mathematics, Promoting Achievement, Connecting Technology
MAA	Mathematical Association of America
MATRIX	Middle School-Achievement Through Technology-Rich Interventions
NASGEm	North American Study Group on Ethnomathematics
NCLB	No Child Left Behind
NCSM	National Council of Supervisors of Mathematics
NCTM	National Council of Teachers of Mathematics
NSF	National Science Foundation
PLCs	Professional Learning Communities
PRIME	Principles and Indicators in Mathematics Education
PROMISE	Promoting Rigorous Outcomes in Mathematical and Science Education
PUMP	The Project to Uplift Mathematics Proficiency
PVAAS	Pennsylvania Value-Added Assessment System
REACT	Relating, Experiencing, Applying, Cooperating, and Transferring
TASEL-M	Teachers Assisting Students to Excel in Learning Mathematics
TSM	Technology for Secondary Mathematic

Spelled Out Name Cross-Referenced with Acronym

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American Diploma Project	ADP
American Mathematics Association of Two-Year Colleges	AMATYC
Association of Mathematics Teacher Educators	AMTE
Adequate Yearly Progress	AYP
California Mathematics Project Supporting Teachers to Increase Retention	CMP STIR
Center for the Study of Mathematics Curriculum	CSMC
Classroom Cognitive Instrument	CCI
College Prep Math	CPM
Common Core State Standards for Mathematics.....	CCSSM
Computer Algebra System	CAS
Ongoing Assessment Project	OG-AP
Developing Mathematics Ideas (professional development materials).....	DMI
Engage, Explore, Explain, Elaborate, Evaluate Instructional Model.....	5E Instructional Model
English Language Learners.....	ELLs
Higher Order Thinking Questions	HOT Questions
Innovative Mathematics, Promoting Achievement, Connecting Technology.....	IMPACT
Mathematical Association of America.....	MAA
Middle School-Achievement Through Technology-Rich Interventions.....	MATRIX
North American Study Group on Ethnomathematics.....	NASGEm
No Child Left Behind	NCLB
National Council of Supervisors of Mathematics	NCSM
National Council of Teachers of Mathematics.....	NCTM
National Science Foundation	NSF
Professional Learning Communities	PLCs
Principles and Indicators in Mathematics Education	PRIME
Promoting Rigorous Outcomes in Mathematical and Science Education.....	PROMISE
The Project to Uplift Mathematics Proficiency.....	PUMP
Pennsylvania Value-Added Assessment System.....	PVAAS
Relating, Experiencing, Applying, Cooperating, and Transferring.....	REACT
Teachers Assisting Students to Excel in Learning Mathematics.....	TASEL-M
Technology for Secondary Mathematics	TSM