



Editorial Objectives

Submissions to the *Journal of Chemical Education* should address *JCE*'s audience and its goals. *JCE* is published by the ACS Division of Chemical Education, Inc. as a means of communication among people interested in teaching chemistry—from middle school through graduate school, as well as some scientists in industry and government.

W. T. Lippincott, a former editor, stated the *Journal's* aims well: "to provide chemistry teachers with information, ideas, and materials for improving and updating their background and their understanding of the science, and for helping them in their teaching and in their effectiveness in developing the talents of students. The central idea here is that this should be not only a 'living textbook of chemistry' as one of the early editors put it, but a perpetual and dependable learning source for chemists who teach."

JCE is a multimedia publisher. We publish chemistry education materials in print (*Journal of Chemical Education*), the same material and supplements to it (*JCE Online*), and interactive, dynamic, online resources (*Only@JCE Online* and *JCE Digital Library*). *JCE Software* publishes computer software and video. Submissions to *JCE* may be aimed at any one or any combination of these media divisions. Additional information is at www.jce.divched.org/contributors/authors.

JCE Sections

JCE (print and online) publishes articles in these sections:

- **Chemical Education Today** (news, commentary, reports, reviews of books/media, letters to the editor)
- **Chemistry for Everyone** (applications, history, interdisciplinary activities, public understanding; *JCE Classroom Activities*)
- **In the Classroom** (teaching tips, methods, demonstrations, content, principles)
- **In the Laboratory** (experiments, microscale, safety); see special Supplemental Guidelines, Lab-Experiment Manuscripts at www.jce.divched.org/Contributors/Authors/Submissions/suppGuideLab.pdf
- **Information/Textbooks/Media/Resources** (chemical information, textbook forum, technology and multimedia applications, information technology)
- **Research: Science and Education** (review papers that interpret a specific aspect of chemistry for teachers, science education research)

All submissions are peer reviewed; most are substantially revised and improved before acceptance and publication.

Our Expectations

To be considered for publication, a manuscript must

- have pedagogical content or relevance
- be useful to a clearly defined audience of teachers
- be accurate and original
- include a complete list of literature cited
- be clear, concise, and to the point

We expect that your manuscript has not been published or submitted for publication elsewhere and that you have done

a thorough literature search to ensure that it does not duplicate previously published work, especially from *JCE*. (Use our online *JCE* Index at www.jce.divched.org/Journal/Search/ to find *JCE* references. For laboratory manuscripts, also consult the Project Chemlab database at www.jce.divched.org/JCEWWW/Features/Chemlab/.) The text should be in clear, concise, proper English and should begin with an overview of how the work presented is relevant to classroom, laboratory, or curriculum.

When possible, incorporate materials by citing relevant publications. Do not repeat what has been published. Make certain that tables and illustrations convey information effectively, and that graphs and figures are appropriately drawn. You can supply supplementary material that we can make available in *JCE Online* for downloading. Manuscripts that exceed 4,000 words (about 20 double-spaced pages), have more than six figures, or both are less likely to be accepted.

How to Submit

Letters to the Editor. Send to the Editorial Office or email to jceletters@chem.wisc.edu. Your letter should be brief (400 words or less) and to the point. It may be edited for style, consistency, clarity, or length. Include your complete address, daytime phone number, and signature.

News & Announcements. Send to Elizabeth A. Moore at the Editorial Office (betmoore@chem.wisc.edu). Announcements should be concise, to the point, and appropriate for the *Journal's* audience. They may be edited for clarity, timeliness, appropriateness, or length. Announcements need to be received at least two months before they are to appear.

All other submissions. Send print copies of all other submissions to the *Journal's* Editorial Office, including those intended for feature columns and Secondary School Chemistry. Do not attach your submission to an email message. Submissions that do not conform to *JCE* guidelines will be returned for revision. There are additional guidelines for laboratory experiments and for *JCE Classroom Activities*.

What Happens Next

When we have received your manuscript and the accompanying materials, you will receive an acknowledgment letter and a Copyright Assignment form. Once your signed Copyright Assignment form has been received, your manuscript will be sent to reviewers. Except in unusual circumstances, we will not communicate with you again until all of the reviewers' comments are in (usually this takes 1–2 months).

After acceptance, we will need a final version of the manuscript and all supplementary material in the proper electronic format. Carefully follow the Instructions for Final Manuscript Preparation that will be sent to you (also available on *JCE Online*). Before publication the corresponding author will receive proofs and an order blank for reprints (available for a small charge). Mark all corrections on the proof. Papers are scheduled for publication after we receive corrected proofs.

If you have questions about submission procedures, please consult *JCE Online* (www.jce.divched.org/Contributors/Authors/) or direct your questions to the *JCE* staff by email (jce@chem.wisc.edu), telephone (608/262-7146), fax (608/262-7145), or U.S. mail to the *JCE* Editorial Office: 209 North Brooks Street, Madison, WI 53715-1116.

A complete submission includes

1. A cover letter from the corresponding author that states that the manuscript is being submitted exclusively to *JCE* and indicates why it is appropriate for the *Journal*. Authors are invited to suggest reviewers (please include complete, current postal addresses) and to suggest graphics that could be used for cover illustrations.

2. A cover sheet that includes the title of the manuscript, the *JCE* section (In the Classroom, etc.) in which the manuscript best fits (see *JCE* Sections), the number of words in the manuscript, the name of the corresponding author, and the names of all other authors. For each author give complete postal and email addresses and telephone and fax numbers. Indicate which method of communication the corresponding author prefers. If the manuscript is suitable for any of the *Journal's* feature columns, please indicate which one(s).

3. An original plus three copies (four total) of the manuscript. The manuscript must be printed, double-spaced (no more than one line per vertical centimeter), in a font no smaller than 10 point. Number each page at the bottom right corner. Use 1-in. (2.5-cm) margins on top and sides of the page, and adjust the bottom margin so that all text and page numbers are no more than 10.5 in. (26.5 cm) from the top of the page. Fasten the pages in the upper left corner (paper clip the original and staple the copies). Do not put them in binders, folders, report covers, or plastic page protectors. The manuscript should include, in this order:

✓ **Abstract.** Page 1 should contain the title of the manuscript, the authors' names and institutional addresses, the abstract, and the keywords, in that order. The abstract should be no more than 200 words long and should summarize the important points made in the manuscript. (Abstracts will appear in *JCE Online* and *JCE CD* but not in print.)

✓ **Keywords.** Page 1 should also contain keywords selected from the *Journal's* Manuscript Keyword List. Keywords help categorize your manuscript and aid in the preparation of the index.

✓ **Manuscript text.** Page 2 should begin with the title and the authors' names and institutional addresses, followed by the manuscript text. The text should follow ACS style guidelines (see *The ACS Style Guide*, 2nd ed.; Dodd, J. S., Ed.; American Chemical Society:

Washington, DC, 1997.) Place tables, and figures with their captions, in the text where they will be most useful to the reader. Also print or copy all tables and figures, one per page, and collect them, with a separate list of captions, at the end of the manuscript text.

✓ **Literature Cited.** Place the bibliography at the end of the manuscript text. If you cite no references, include the results of a literature search that cites your own and others' work that has a bearing on the manuscript you are submitting and explain why no citations are needed. Include in this section *only* material that has been published in the literature or on the Internet. Additional comments may be placed in numbered endnotes, indicated by superscripts in the text. (It may be helpful to consult our Guidelines, Literature Cited and Notes at www.jce.divched.org/Contributors/Authors/Submissions/guideLitCited.pdf.)

✓ **Tables** (if any) should be collected on separate sheets as well as included in the manuscript at the point where they are referred to. Column headings for physical quantities should consist of quantity/units. (For a concentration of 2.47 $\mu\text{mol/L}$, the heading would be concentration/ $\mu\text{mol L}^{-1}$ or concentration/ $10^{-6} \text{ mol L}^{-1}$, and the number entered in the table would be 2.47.)

✓ **Figures** (if any) should be collected at the end of the manuscript, each on a separate page. Four copies of each color figure must be submitted in color. Four copies (not photocopies) of each photograph must be submitted. Axes of graphs should be labeled with quantity/units in the same way that table headings are done.

4. An original plus three copies (four total) of any supplementary material. Many manuscripts include supplementary material for publication via *JCE Online*, the *JCE* Web site. (The Lab Documentation section of a laboratory experiment is supplementary material.) When possible, prepare supplementary material in the same format as the manuscript text. Label it clearly as supplementary material for online publication.

Digital versions on disk are required only after a manuscript has been accepted. However, consulting our **Instructions for Final Manuscript Preparation** at www.jce.divched.org/Contributors/Authors/Submissions/finalPrep.pdf while you are preparing your manuscript may save you time later.



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