



These guidelines supplement the Guide to Submissions to *Journal of Chemical Education* ([www.JCE.DivCHED.org/Contributors/Authors/Submissions/guideTo.pdf](http://www.JCE.DivCHED.org/Contributors/Authors/Submissions/guideTo.pdf)), which should be followed unless these guidelines state otherwise. Also take note of the Criteria for Publishing Classroom Activities, that are a part of these guidelines.

### What is a JCE Classroom Activity?

A JCE Classroom Activity is a hands-on activity that can be done in the classroom or laboratory and/or as a take home project. Pencil-and-paper activities or computer activities may be acceptable, if the required criteria mentioned above are met.

In JCE each activity is printed on the front and back of one page of heavy-duty paper—one side for the student and the other side for the instructor. An instructor can tear out the perforated page, duplicate the student side, spend minimal time locating or obtaining the necessary supplies, and often have students perform the activity the same or the following day.

### Are Classroom Activities the Same as Laboratory Experiments?

JCE Classroom Activities are not intended to replace laboratory experiments or other course work. Their purpose is to complement the curriculum already in place. They are

usually intended to be fun or thought-provoking introductions to new ideas or topics, a way to spark discussion, and means for leading students to further study and experimentation. In addition, some activities have interdisciplinary applications.

### Submitting a Classroom Activity

The *Journal* invites and welcomes the submission of complete activities. We also welcome suggestions of ideas or procedures that our staff can develop into Classroom Activities. If you have an idea that the *Journal's* editorial staff might develop into a Classroom Activity, send an email describing the idea or procedure, listing any relevant references or resources to [jce@chem.wisc.edu](mailto:jce@chem.wisc.edu). Be sure to mention that you are contributing an idea for a JCE Classroom Activity.

A list of previously published JCE Classroom Activities is available on JCE Online at <http://www.jce.divched.org/HS/ClassAct/list.html>. For more details about how to submit a Classroom Activity, see the reverse side of this sheet.

### Criteria for Publishing Classroom Activities

1. The activity should be at the introductory (high school) level and relate to the curriculum of an introductory chemistry course.
2. The activity should have some practical interest for the average student and/or use common items instead of (or in addition to) standard laboratory equipment to demonstrate a scientific principle.
3. The activity should be safe, with any needed safety precautions clearly stated.
4. The activity should be well tested and work as described.
5. The materials required should be inexpensive and readily available in the typical high school chemistry lab, the home, a local grocery or discount store, or local specialty shop. As a general rule it should not be necessary to order anything from a chemical supply company. Ideally, anything that has to be purchased specifically for this activity should not cost more than \$1–2 per student and/or should be reusable for other purposes.
6. Time requirements may range from 10–15 minutes total to a few minutes every day or every week for a specified period. Activities that require more than 45 minutes must be broken into parts that can be done on different days and/or must be safe for the students to do at home.
7. Activities need not be totally original, but should have some novel approach in addition to adaptation to the Classroom Activity style. Sources of ideas must be cited. Activities adapted from a published source must include permission from the copyright holder of the publication.
8. The activity must fit the one-page, back-and-front format. It must be complete, providing all a teacher and student need to know to do the activity and understand the results. Additional supplementary materials (text, graphics, digital video clips) may be provided for distribution via the WWW, but such materials must not be required to do the activity. Black and white photographs or artwork may be used on the activity sheet itself, provided it still fits the one page format.

This form may be found at <http://www.jce.divched.org/Contributors/Authors/Submissions/guideToActivities.pdf>



### What to Submit

Your submission should follow the *Journal's* Guide to Submissions ([www.JCE.DivCHED.org/Contributors/Authors/Submissions/guideTo.pdf](http://www.JCE.DivCHED.org/Contributors/Authors/Submissions/guideTo.pdf)) as well as the guidelines that follow:

- A cover letter from the corresponding author should state that the manuscript is being submitted exclusively to *JCE* and that it is appropriate for the *Journal*. Authors are invited to suggest reviewers (please include complete, current addresses).
- A cover page consisting of the title, names of authors, and a list of keywords (available at [www.JCE.DivCHED.org/Contributors/Authors/Submissions/keywords.pdf](http://www.JCE.DivCHED.org/Contributors/Authors/Submissions/keywords.pdf))
- The abstract (no more than 200 words)
- The Instructor Information Side
- The Student Activity Side

The activity sheet itself should be complete, but should include references for both the student and instructor for additional background information, additional or related activities, or extensions of the activity. Student references should be WWW pages as these are usually more accessible to students than journals or reference books, and they encourage students to use the WWW as a resource.

### The Instructor Information Side

- **Summary**  
Two–three sentences that briefly describe the Activity.
- **Background**  
Provides background information for the instructor on the specific topic covered.
- **About the Activity**  
Any special information and tips for the instructor regarding preparation and execution of the Activity.

- **Integrating the Activity into the Curriculum**  
Gives suggestions on how to integrate the activity into an existing curriculum, along with possible interdisciplinary uses.
- **Answers to Questions**  
Gives answers to the questions students were asked on the Student Side of the activity.
- **References, Resources, Sources of Related Activities**  
Lists references cited on the instructor side, gives any necessary notes, and any suggested related activities, commonly from *JCE* and the WWW.

### The Student Activity Side

- **Introduction**  
Brief introduction that gives students a goal or challenge and provides a reason for them to want to do the activity.
- **Try This**  
Lists necessary materials and specific stepwise instructions.
- **Questions**  
Questions that lead the student to draw conclusions about the activity and then to extend the information gained from the activity to new situations.
- **More Information from the WWW**  
Web references that provide additional information for the student and/or related experiments to try.

### Where to Submit

All submissions of Classroom Activities should be sent to the *Journal's* editorial office:

*Journal of Chemical Education*  
University of Wisconsin–Madison  
209 North Brooks Street  
Madison, WI 53715-1116