



Acceptability of a submission for publication in the *Journal of Chemical Education* depends on its usefulness to our readers (its content) and on its meeting standards of quality (its presentation).

CONTENT. A publishable submission should:

- ✓ have pedagogical content, showing at least one of the following
 - how the subject discussed would fit into the curriculum
 - how it might improve presentation of chemistry in classrooms, laboratories, textbooks, or other media
 - some other clearly stated pedagogical component
- ✓ appeal to either
 - a general audience (the majority of our readers)
 - a clearly identifiable special audience (a specialized portion of our readers)
- ✓ be useful to its intended audience
- ✓ be original (not duplicate previously published material)
- ✓ be accurate and up to date
- ✓ include a thoroughly researched bibliography
- ✓ include complete hazard/safety information

PRESENTATION. A publishable submission should:

- ✓ include a useful, accurate **Abstract**, suitable for publication in *JCE Online*
- ✓ begin with a clear and concise **Introduction**, stating why a reader should take the time to read it
- ✓ recognize and cite recent relevant publications, especially in *JCE*
- ✓ be concise—of a length appropriate for its content and importance to chemical education
- ✓ be written in clear and proper English, at a level suitable for its intended audience
- ✓ conform with *JCE* supplemental guidelines (e.g., for lab experiments, *JCE* Classroom Activities)
- ✓ include illustrations and tables that convey information effectively, but only those needed to clarify the content
- ✓ be appropriate for the medium in which publication is sought (print, *JCE Online*, *JCE Software*, etc.); if more than one medium is necessary to make the submission useful to *JCE* readers (e.g., print and the author's Web site), then all media should be reviewed

COMMENTS.

Your comments should be aimed at helping the author improve the manuscript and should be provided even if you think the manuscript should never appear in *JCE*. Other reviewers' evaluations may lead the Editor to request a revision for possible publication and the author will benefit from seeing your criticisms. If the clearest way to comment is to mark the manuscript, feel free to do so. We will send marked manuscript copies to the author along with copies of the reviewers' comments.

RETURNING YOUR REVIEW.

We strongly encourage you to email your review to jcereviews@chem.wisc.edu. If you do, we will remove all identifying text before sending the review to the author.

Your review should include the **manuscript number** and your **reviewer number** (both appear in the letter from the Editor that was sent with the manuscript), and your **general evaluation code** (see the list below). We suggest that you put these items at the top, followed by your detailed comments. If your review is on paper (as opposed to the more convenient email method), print it on *plain* paper, not on letterhead.

✉ If you do not use Email or if you are returning a marked manuscript, the Journal's mailing address is:

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General Evaluation Codes

- | | |
|---|---|
| <input type="checkbox"/> A Acceptable as is | <input type="checkbox"/> F Not suitable |
| <input type="checkbox"/> B Needs minor revision before acceptance | <input type="checkbox"/> F(a) Not suitable—No apparent pedagogical content |
| <input type="checkbox"/> B/C Needs revision and possibly further review | <input type="checkbox"/> F(b) Not suitable—Most or all has been published elsewhere |
| <input type="checkbox"/> C Needs major revision and further review | <input type="checkbox"/> F(c) Not suitable—Not sufficiently useful for our readers |
| <input type="checkbox"/> D Transfer to <i>JCE Software</i> | <input type="checkbox"/> F(d) Not suitable—Contains inaccurate information |
| <input type="checkbox"/> E Transfer to <i>JCE Online</i> | |

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