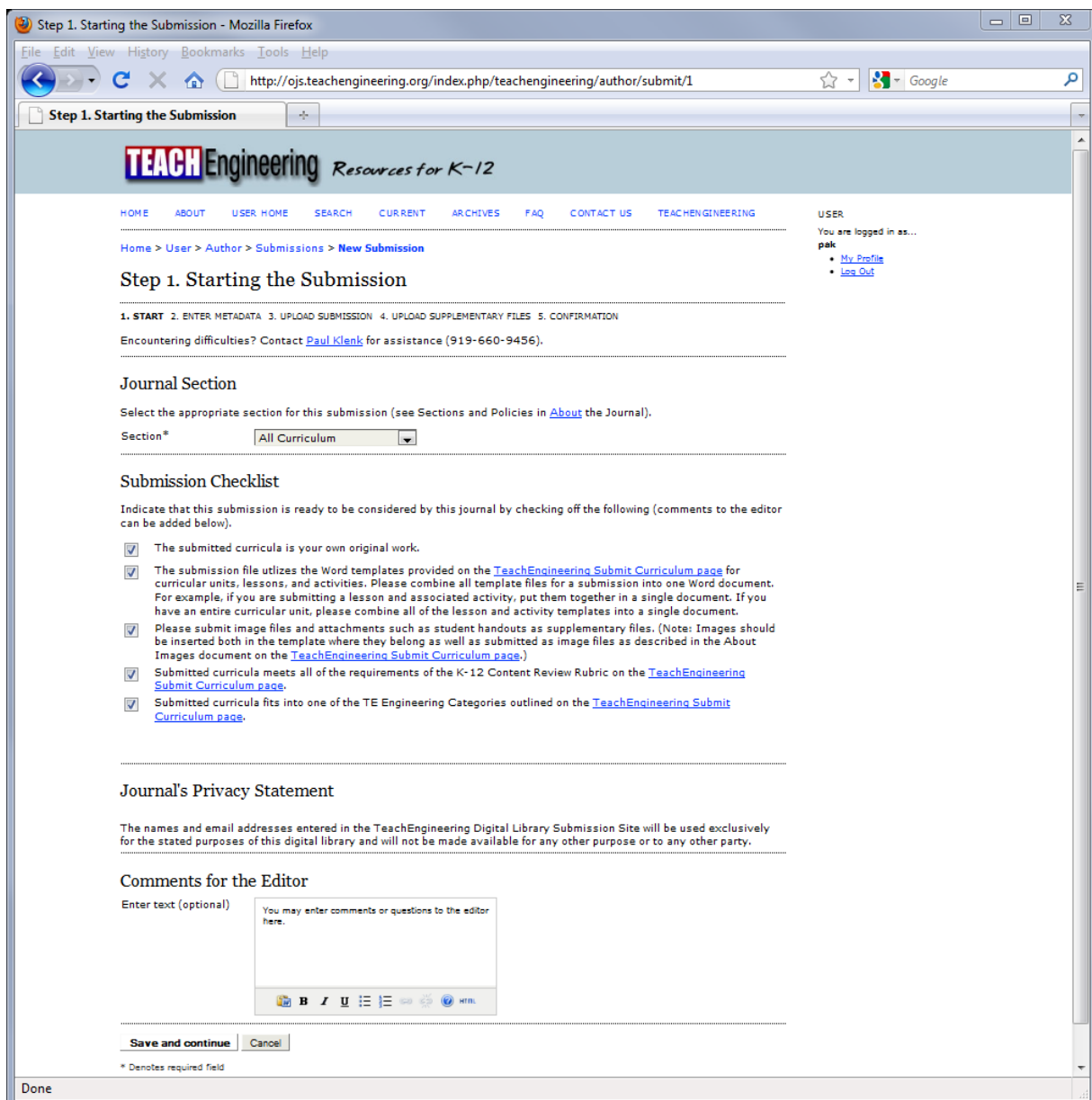


## TeachEngineering Submission Site - Author Submission Instructions

After you have signed in, you will be on the user home page. This is where you will start each time. Click on the [Author](#) link to go to the Author section of the site. Here you see a list of your active submissions. To start a new submission, click on the link at the bottom of the page to go to step one of the five-step submission process.

### Step 1: Starting the Submission

On this page, select "All Curriculum" from the journal section drop-down menu. It is the only option. Then, check the boxes indicating that your submission is ready to be considered. If you have questions or comments for the editor, you may put them in the Comments for the Editor box at the bottom of the screen. Click Save and Continue to move on to the next screen.



The screenshot shows a web browser window titled "Step 1. Starting the Submission - Mozilla Firefox". The address bar shows the URL: <http://ojs.teachengineering.org/index.php/teachengineering/author/submit/1>. The page header includes the "TEACH Engineering Resources for K-12" logo and a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, FAQ, CONTACT US, and TEACHENGINEERING. A breadcrumb trail reads: Home > User > Author > Submissions > New Submission. The main heading is "Step 1. Starting the Submission". Below this, a progress indicator shows: 1. START (highlighted), 2. ENTER METADATA, 3. UPLOAD SUBMISSION, 4. UPLOAD SUPPLEMENTARY FILES, 5. CONFIRMATION. A note says: "Encountering difficulties? Contact [Paul Klenk](#) for assistance (919-660-9456).". The "Journal Section" section asks the user to select a section for the submission, with a dropdown menu currently set to "All Curriculum". The "Submission Checklist" section contains five items, all of which are checked: 

- The submitted curricula is your own original work.
- The submission file utilizes the Word templates provided on the [TeachEngineering Submit Curriculum page](#) for curricular units, lessons, and activities. Please combine all template files for a submission into one Word document. For example, if you are submitting a lesson and associated activity, put them together in a single document. If you have an entire curricular unit, please combine all of the lesson and activity templates into a single document.
- Please submit image files and attachments such as student handouts as supplementary files. (Note: Images should be inserted both in the template where they belong as well as submitted as image files as described in the About Images document on the [TeachEngineering Submit Curriculum page](#).)
- Submitted curricula meets all of the requirements of the K-12 Content Review Rubric on the [TeachEngineering Submit Curriculum page](#).
- Submitted curricula fits into one of the TE Engineering Categories outlined on the [TeachEngineering Submit Curriculum page](#).

The "Journal's Privacy Statement" section states: "The names and email addresses entered in the TeachEngineering Digital Library Submission Site will be used exclusively for the stated purposes of this digital library and will not be made available for any other purpose or to any other party." The "Comments for the Editor" section has a text area with the placeholder text "You may enter comments or questions to the editor here." and a rich text editor toolbar below it. At the bottom, there are "Save and continue" and "Cancel" buttons. A footer note says: "\* Denotes required field".

## Step 2: Entering Submission's Metadata

For the authors section, you only need to include yourself as the corresponding author. Additional authors may simply be noted in the TeachEngineering Word template under contributors and need not be added here. There is no need to create a bio statement, provide the country, or to provide a URL.

In the title and abstract section, please include the title of the lesson or activity as it appears on your Word document. If you have combined a lesson document with an activity document, please note that under the abstract section. It is also useful to cut and paste the summary from the Word document into the abstract section.

Leave indexing as "en" and you have the option of acknowledging supporting agencies such as NSF GK-12 or NSF ERC under supporting agencies. Click Save and Continue to move on to the next screen.

Step 2. Entering the Submission's Metadata - Mozilla Firefox

File Edit View History Bookmarks Tools Help

http://ojs.teachengineering.org/index.php/teachengineering/author/submit/2?articleId=39

Step 2. Entering the Submission's Me...

### Step 2. Entering the Submission's Metadata

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

#### Authors

First name\* Paul  
Middle name A  
Last name\* Klenk  
Affiliation Duke University  
Country  
Email\* pak@duke.edu  
URL  
Bio statement (E.g., department and rank)

Add Author

#### Title and Abstract

Title\* Example Lesson and Activity  
Abstract This file contains both the lesson and associated activity. In the lesson, students explore...

#### Indexing

Language en  
English=en; French=fr; Spanish=es. [Additional codes.](#)

#### Supporting Agencies

Identify agencies that provided funding or support for the work presented in this submission.

Agencies

Save and continue Cancel

\* Denotes required field

Done

### Step 3: Uploading the Submission

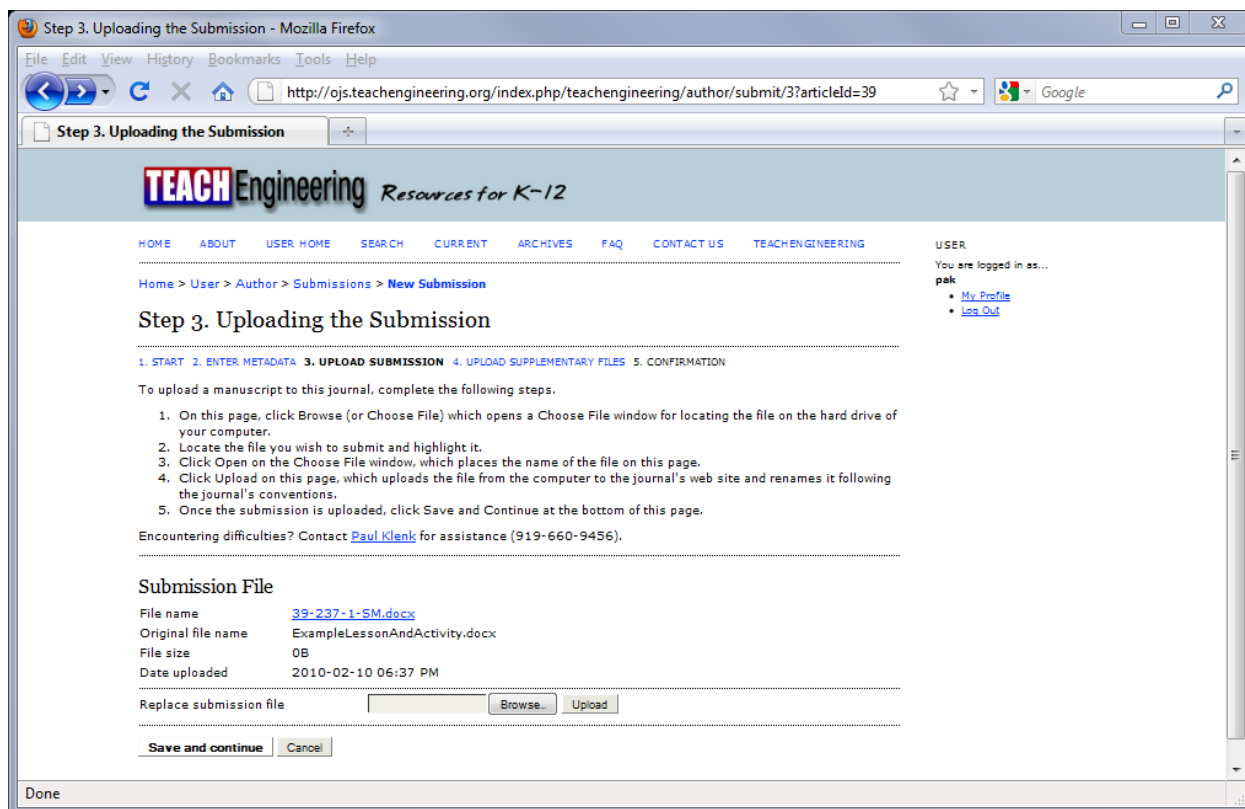
This is where you upload your submission. Please combine your Word templates, pictures, and attachments together into one ZIP file. You only upload one file here and it has a maximum of 100MB. If your ZIP file is over 100MB, you can remove some of the videos and pictures and upload them as a separate ZIP file in the next step. The system will change the name of the file to something that is cataloged by the submission system. You may preview the submission file if you like by clicking on it.

If you have a curricular unit, as of September, 2010, we are changing our process to make it easier to submit. On your computer, please put the documents for each lesson/activity into a separate directory. Then, ZIP all of those directories together into a single ZIP file and upload that as your submission. If your ZIP file is over 100 MB, you will need to break it up and include the additional ZIP files as supplementary documents in the next step. In the abstract, please let the editor know how many lessons and activities are in the unit.

If you do not have a way to create ZIP files on your computer, you can download one of the following utilities:

- 7-ZIP - <http://www.7-zip.org/>
- Winzip - <http://www.winzip.com/index.htm>
- [http://www.thefreesite.com/Free\\_Software/Unzipping\\_compression\\_freeware/](http://www.thefreesite.com/Free_Software/Unzipping_compression_freeware/)

Once you have uploaded a submission file, click Save and continue.



## Step 4: Uploading Supplementary Files

With our new process of using ZIP files, you probably will not need to upload supplementary files. If you need to because you have large images or video that push your main ZIP file over 100MB, we will include what you upload in supplementary files as part of your submission. Choose the file to upload in the same way you chose the submission file in the previous step by browsing for it. Then, click upload.

When you click upload, it will take you to the Supplementary File Metadata page (Step 4a). Give the file a title describing the content of the file. You may leave the rest blank as most of the information on this page is unnecessary since the important parts of it for publishing in TeachEngineering are included in the Word Template where you reference the file. Click Save and continue when you are done.

Step 4a. Add a Supplementary File - Mozilla Firefox

http://ojs.teachengineering.org/index.php/teachengineering/author/submitSuppFile/143?articleId=

Step 4a. Add a Supplementary File

1. START 2. ENTER METADATA 3. UPLOAD SUBMISSION 4. **UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

[<< Back to Supplementary Files](#)

### Supplementary File Metadata

To index this supplementary material, provide the following metadata for the uploaded supplementary file.

Title\*

Creator (or owner) of file

Keywords

Type  Specify other

Brief description 

B I U

Publisher

Contributor or sponsoring agency

Date  YYYY-MM-DD  
Date when data was collected or instrument created.

Source

Language   
English=en; French=fr; Spanish=es. [Additional codes.](#)

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### Supplementary File

File name [39-238-1-SP.docx](#)

Original file name StudentHandout1.docx

File size 0B

Date uploaded 2010-02-10 06:45 PM

Present file to reviewers (without metadata), as it will not compromise blind review.

Replace file   Use Save to upload file.

\* Denotes required field

Done

You are now back on the Uploading Supplementary Files page. You may upload additional supplementary files if necessary. Once you have finished uploading supplementary files, click Save and continue.



### Step 5: Confirming the Submission

In step 5, all you have to do is click on Finish Submission, and you are done.

