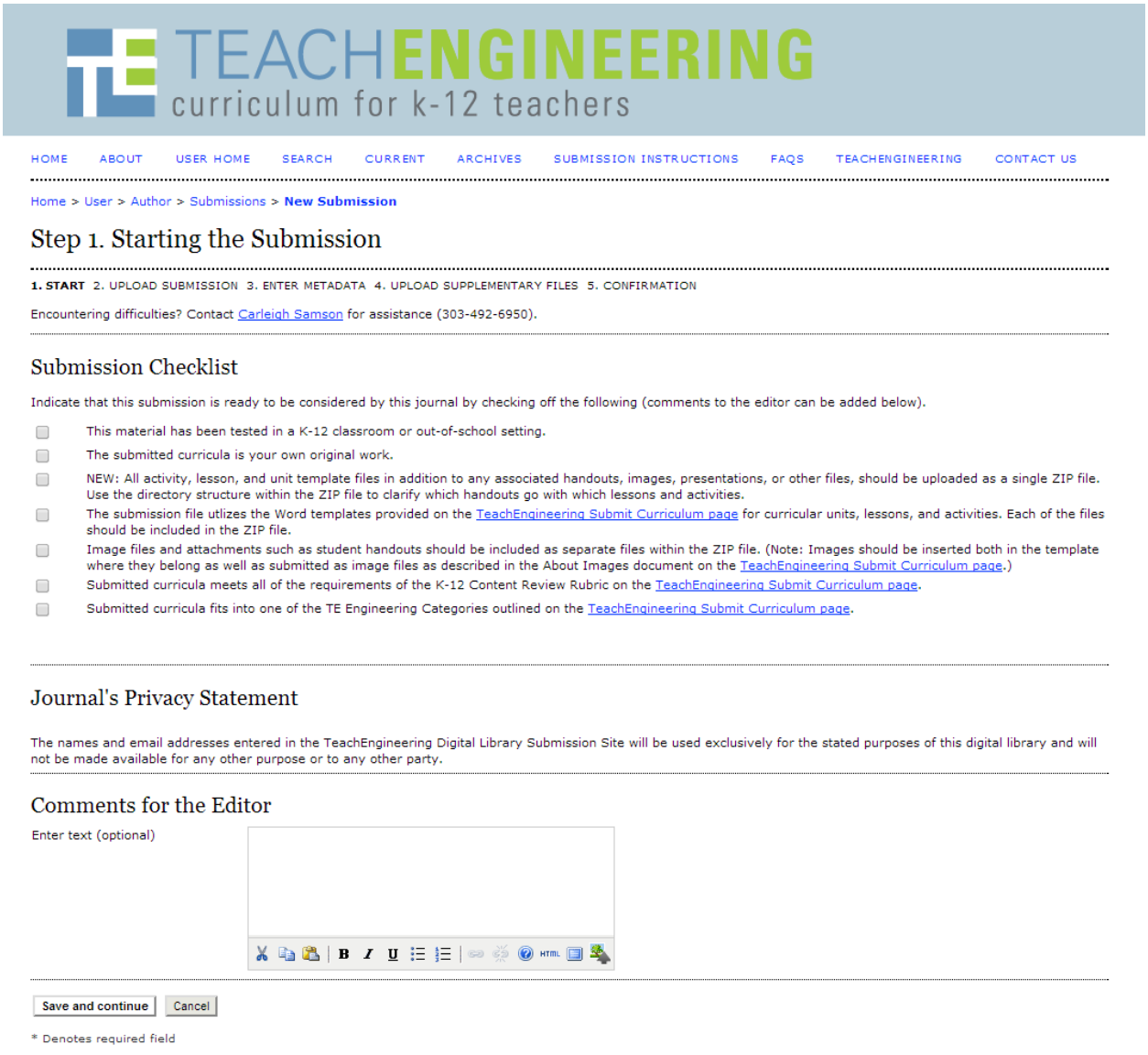
# Author Submission Instructions

**TeachEngineering Submission Portal at** http://ojs.teachengineering.org/

After you sign in, you will be on the user home page. Click on the **Author** link to go to the Author section of the website. 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 1** of the five-step submission process.

## Step 1. Starting the Submission

On this page, read through each item in the Submission Checklist to make sure your curricular materials are ready to be considered for publication, checking boxes for what has been completed. If you have questions or comments for the editor, put them in the **Comments for the Editor** box at the bottom of the screen. If all boxes are checked, click **Save and continue** to move on to the next screen.



## Step 2. Uploading the Submission

This is where you upload your submission documents.

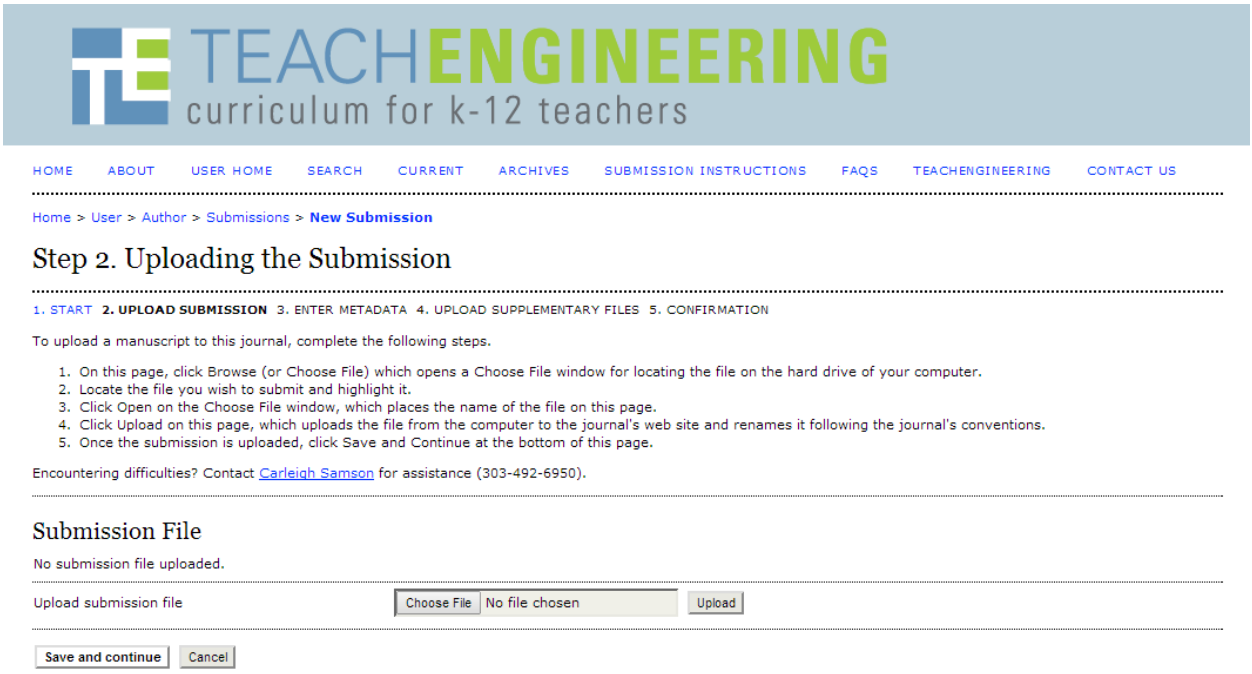
To prepare for this, combine your Word templates, images and attachments into **one ZIP file**. You only upload one file here and it can be no larger than 100 MB. If your zip file is bigger than **100 MB**, remove some of the videos and images and upload them as a separate ZIP file in Step 4 (as a supplementary file).

Then follow the steps on the page to upload your ZIP file: click **Choose FILE** > locate the file > click Open > click **Upload**. The system will change the name of the file you upload to a name that is catalogued by the submission system. You may preview the submission file if you like by clicking on it. Once you have uploaded a submission file, click **Save and continue**.

**Tip:** *If you are submitting a curricular unit*, organize the files on your computer by putting the documents for each lesson/activity into a separate folder. Then ZIP all of those folders together into **a single ZIP file** and upload that as your submission. If your ZIP file is bigger than 100 MB, break it up and include the additional ZIP files as supplementary documents (in Step 4).

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

- 7-ZIP at http://www.7-zip.org/
- Winzip at http://www.winzip.com/index.htm
- http://www.thefreesite.com/free_software/unzipping_compression_freeware/

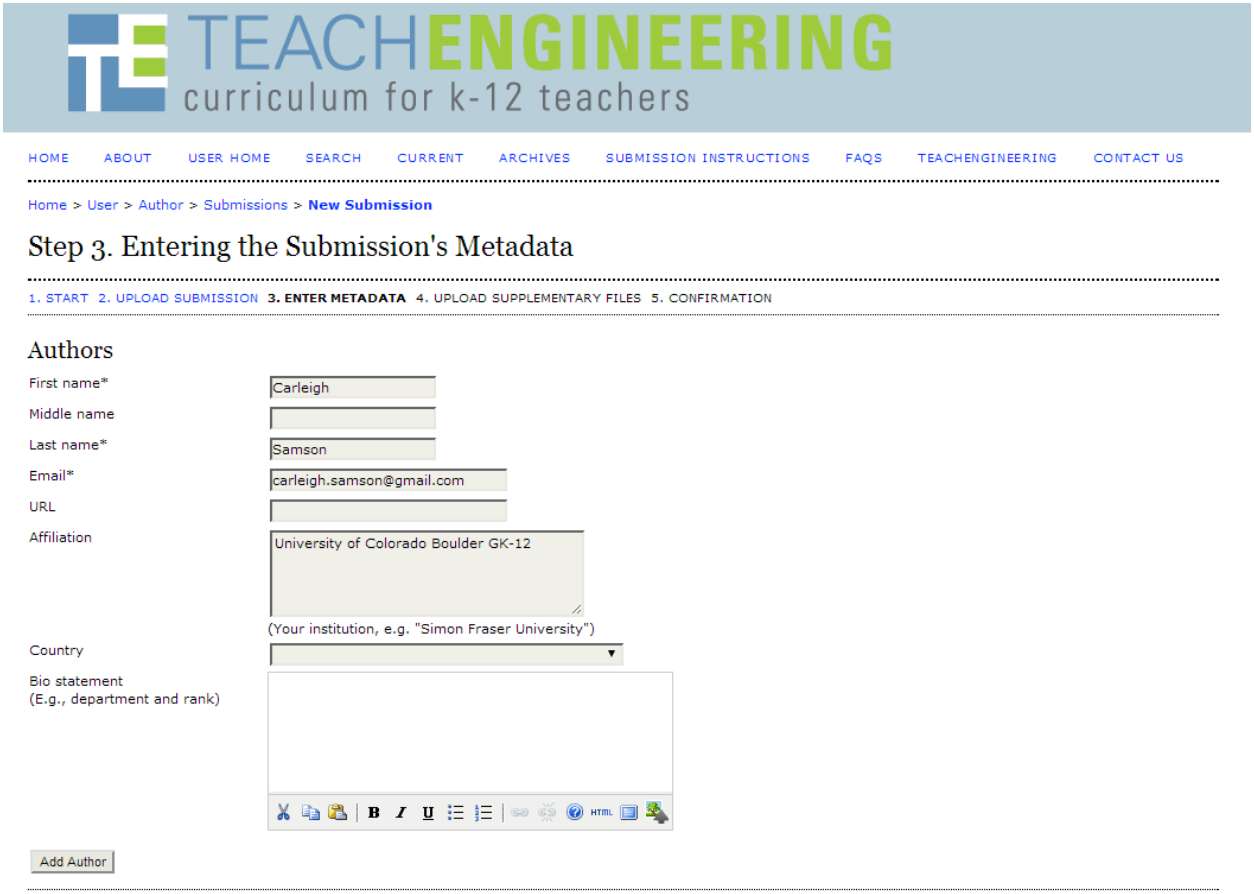


## Step 3. Entering the Submission Metadata

In the **Authors** section, you only need to include yourself as the corresponding author, unless any of your co-authors want to be included in the publishing process. (You can list all authors in the Contributors section of the TeachEngineering Word templates.) Skip the URL, country and bio statement.

In the **Title and Abstract** section, include the main unit/lesson/activity title as it appears on your Word template document. If you have combined a lesson document with an activity document, please note that in the abstract field. If submitting a unit, indicate in the abstract field how many total lessons and activities are in the unit. Then cut and paste the summary text from the main unit/lesson/activity template into the abstract field.

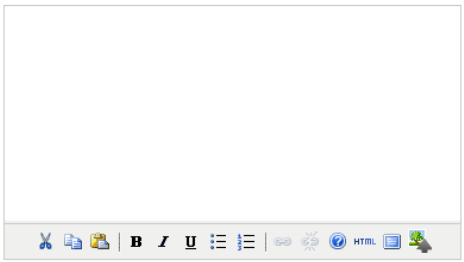
Leave **Indexing** as "en." Under **Contributors and Supporting Agencies**, acknowledge any supporting funding agencies such as National Science Foundation GK-12 or RET grants. Click **Save and continue** to move on.



## Title and Abstract

Title*

Abstract



## Indexing

Language

en

English=en; French=fr; Spanish=es. Additional codes.

## Contributors and Supporting Agencies

Identify agencies (a person, an organization, or a service) that made contributions to the content or provided funding or support for the work presented in this submission. Separate them with a semi-colon (e.g. John Doe, Metro University; Master University, Department of Computer Science).

Agencies

Save and continue | Cancel

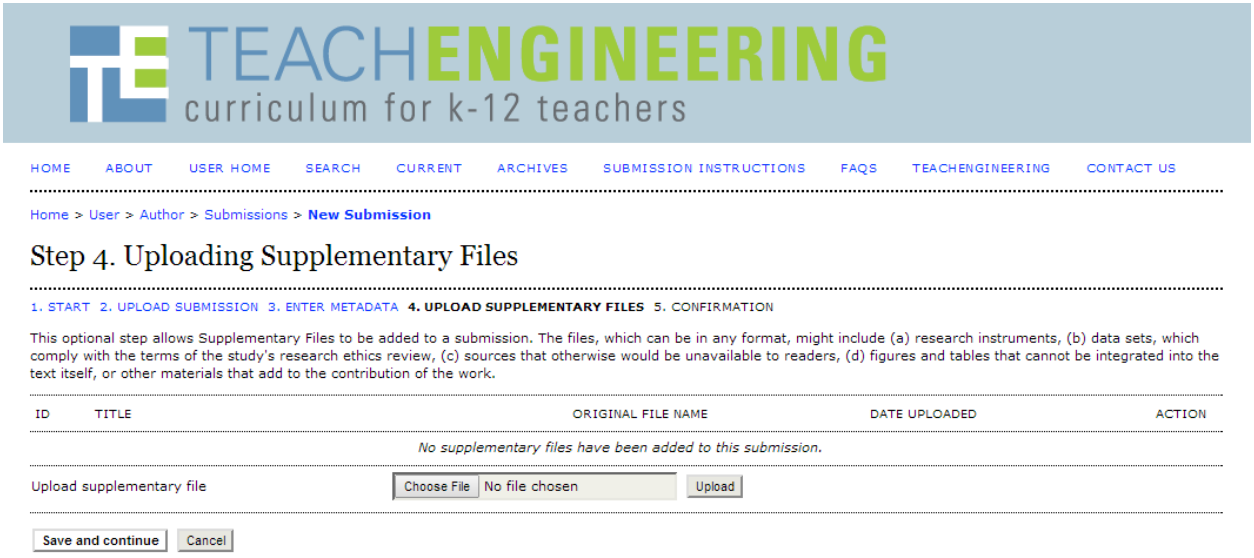
* Denotes required field

## Step 4. Uploading Supplementary Files (optional)

By uploading all your files in one ZIP file that is up to100 MB in size, you probably will not need to upload any supplementary files. But, if you need to because you have many image or video files that push your primary ZIP file over 100 MB, we will include what you upload in supplementary files as part of your submission.

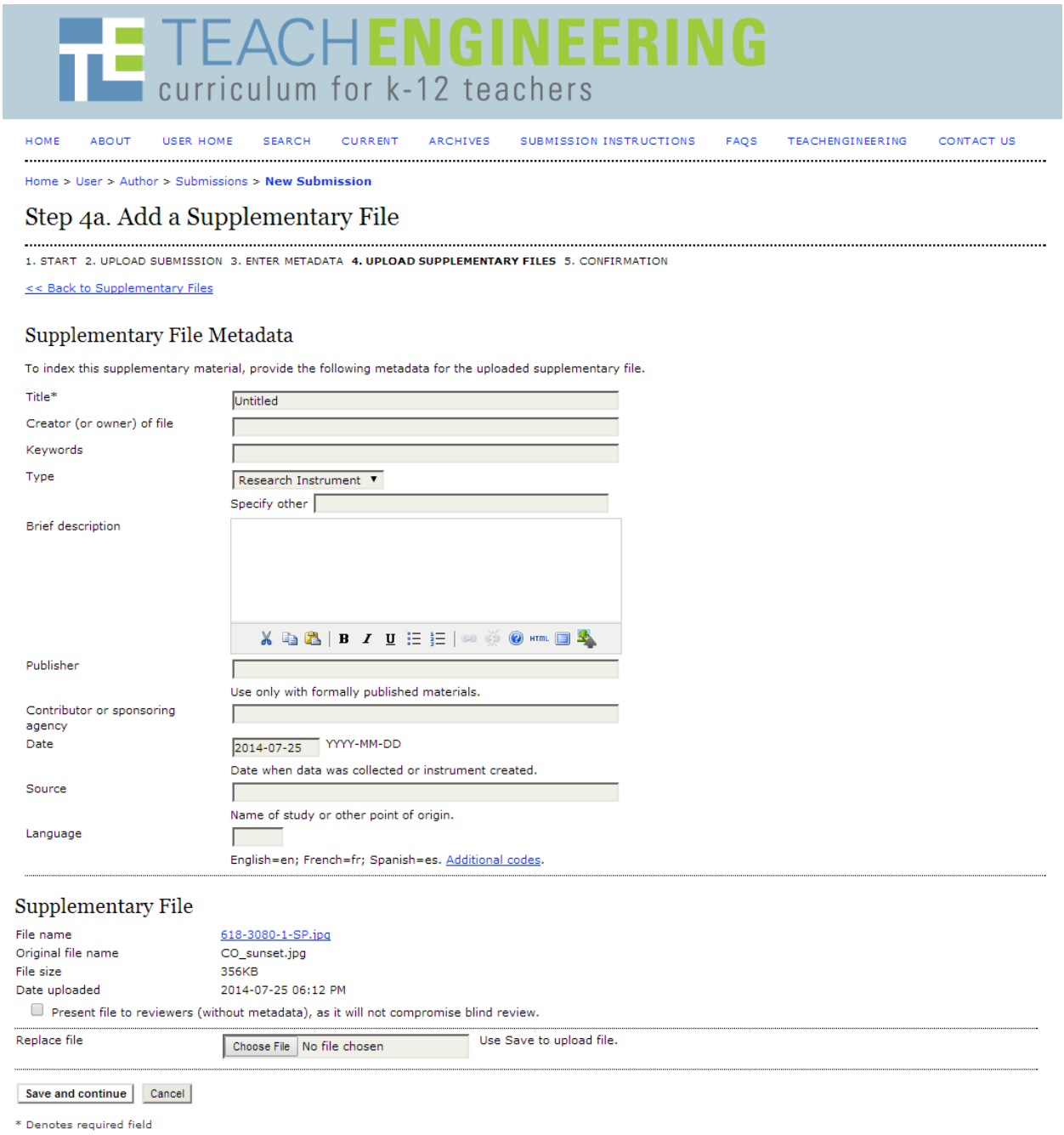
If you have no supplementary files to upload, click **Save and continue**.

If you have a supplementary file(s) to upload, choose the file to upload as you did in Step 2 and then click Upload. This takes you to the **Supplementary File Metadata** page (Step 4a).

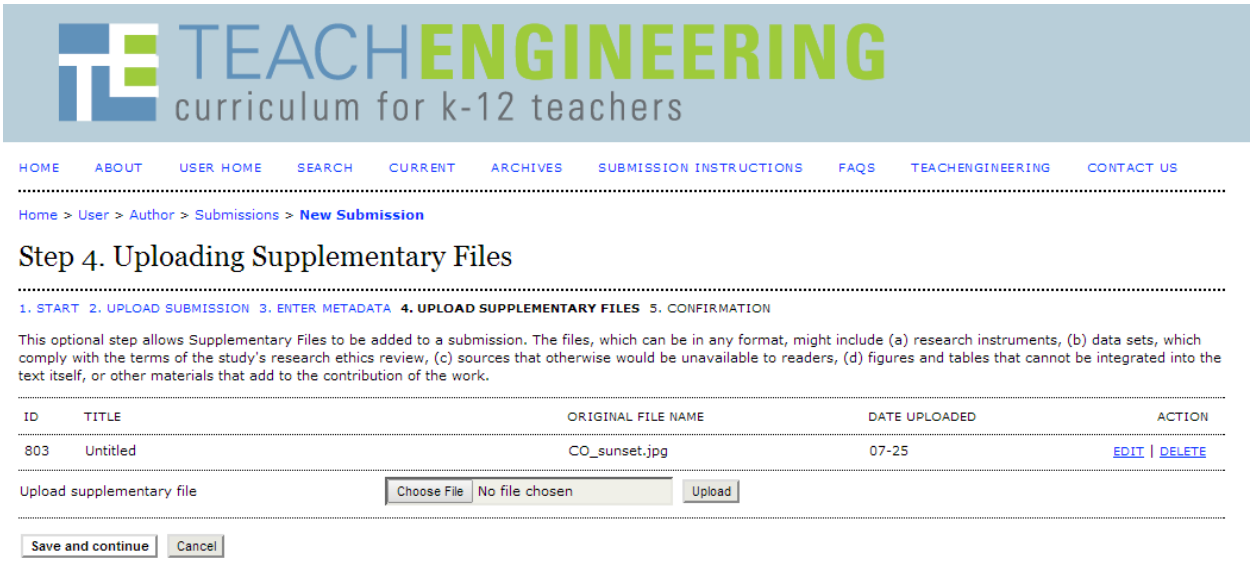


## Step 4a. Add a Supplementary File (optional)

On the **Supplementary File Metadata** page, give the file a title describing the contents. Leave the rest of the fields blank since most of the fields on this page are unnecessary because they duplicate what you provide in the TeachEngineering templates when you reference the file(s). When you are done, click **Save and continue**.

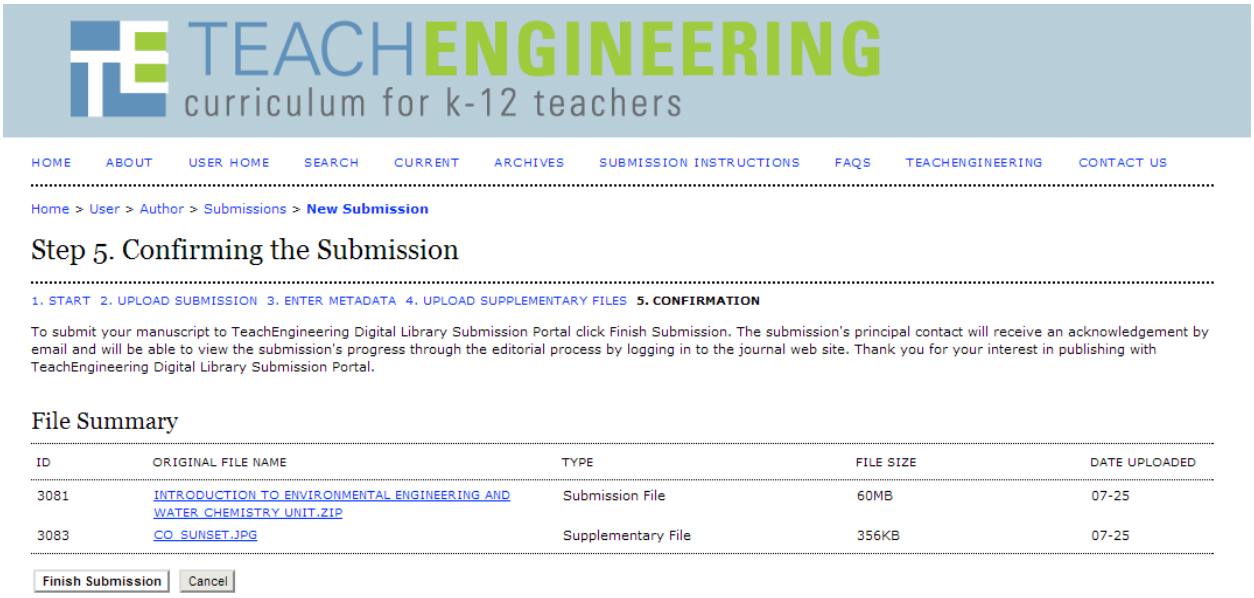


Next, you are returned to the **Uploading Supplementary Files** page where you may upload additional supplementary files if necessary. Once you have finished uploading supplementary files, click **Save and Continue**.




## Step 5. Confirming the Submission

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




Version: July 2014