

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.



[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [SUBMISSION INSTRUCTIONS](#) [FAQS](#) [TEACHENGINEERING](#) [CONTACT US](#)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > **New Submission**

Step 1. Starting the Submission

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

Encountering difficulties? Contact [Carleigh Samson](#) for assistance (303-492-6950).

Submission Checklist

Indicate that this submission is ready to be considered by this journal by checking off the following (comments to the editor can be added below).

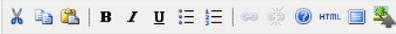
- This material has been tested in a K-12 classroom or out-of-school setting.
- The submitted curricula is your own original work.
- NEW:** All activity, lesson, and unit template files in addition to any associated handouts, images, presentations, or other files, should be uploaded as a single ZIP file. Use the directory structure within the ZIP file to clarify which handouts go with which lessons and activities.
- The submission file utilizes the Word templates provided on the [TeachEngineering Submit Curriculum page](#) for curricular units, lessons, and activities. Each of the files should be included in the ZIP file.
- Image files and attachments such as student handouts should be included as separate files within the ZIP file. (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](#).

Journal's Privacy Statement

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.

Comments for the Editor

Enter text (optional)



* Denotes required field

Step 2. Uploading the Submission

This is where you upload your submission documents.

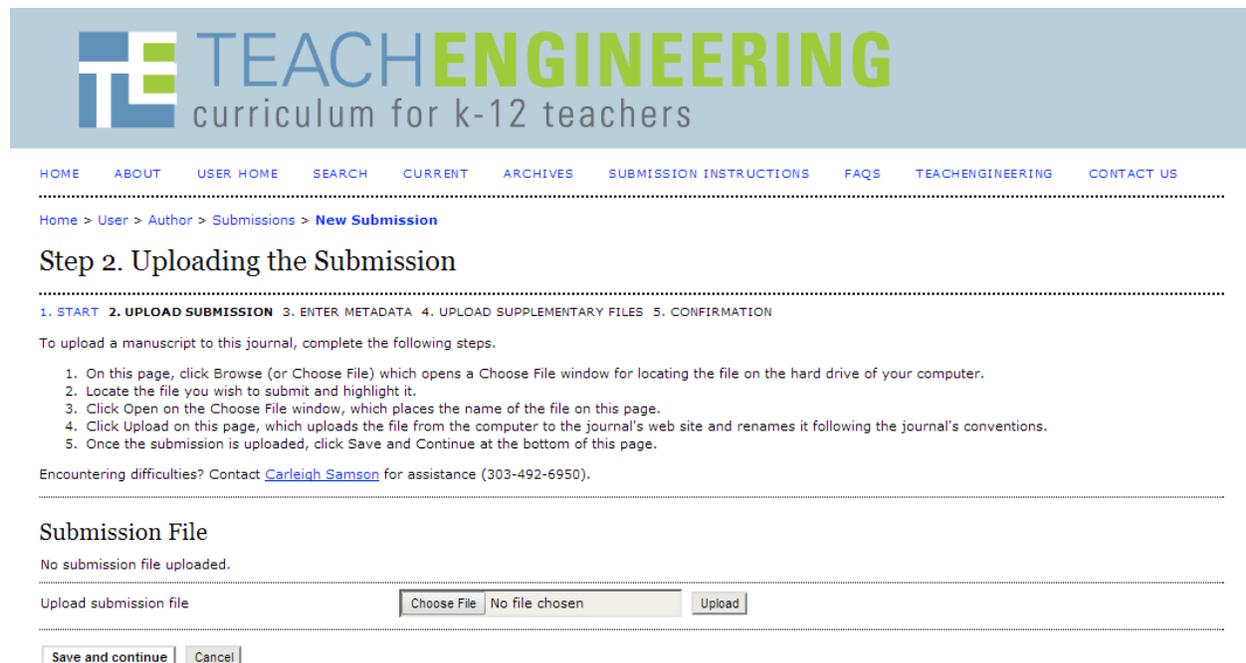
To prepare for this, combine your Word templates, images and attachments into **one ZIP file**. You only upload one file here and it can be no larger than 100 MB. If your zip file is bigger than **100 MB**, remove some of the videos and images and upload them as a separate ZIP file in Step 4 (as a supplementary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



The screenshot shows the 'New Submission' page on the TeachEngineering website. At the top, there is a navigation bar with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, SUBMISSION INSTRUCTIONS, FAQs, TEACHENGINEERING, and CONTACT US. Below the navigation bar, the breadcrumb trail reads: Home > User > Author > Submissions > **New Submission**. The main heading is 'Step 2. Uploading the Submission'. Below the heading, a progress indicator shows: 1. START 2. **UPLOAD SUBMISSION** 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. The text instructs the user to complete the following steps to upload a manuscript:

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the journal's web site and renames it following the journal's conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact [Carleigh Samson](#) for assistance (303-492-6950).

Submission File

No submission file uploaded.

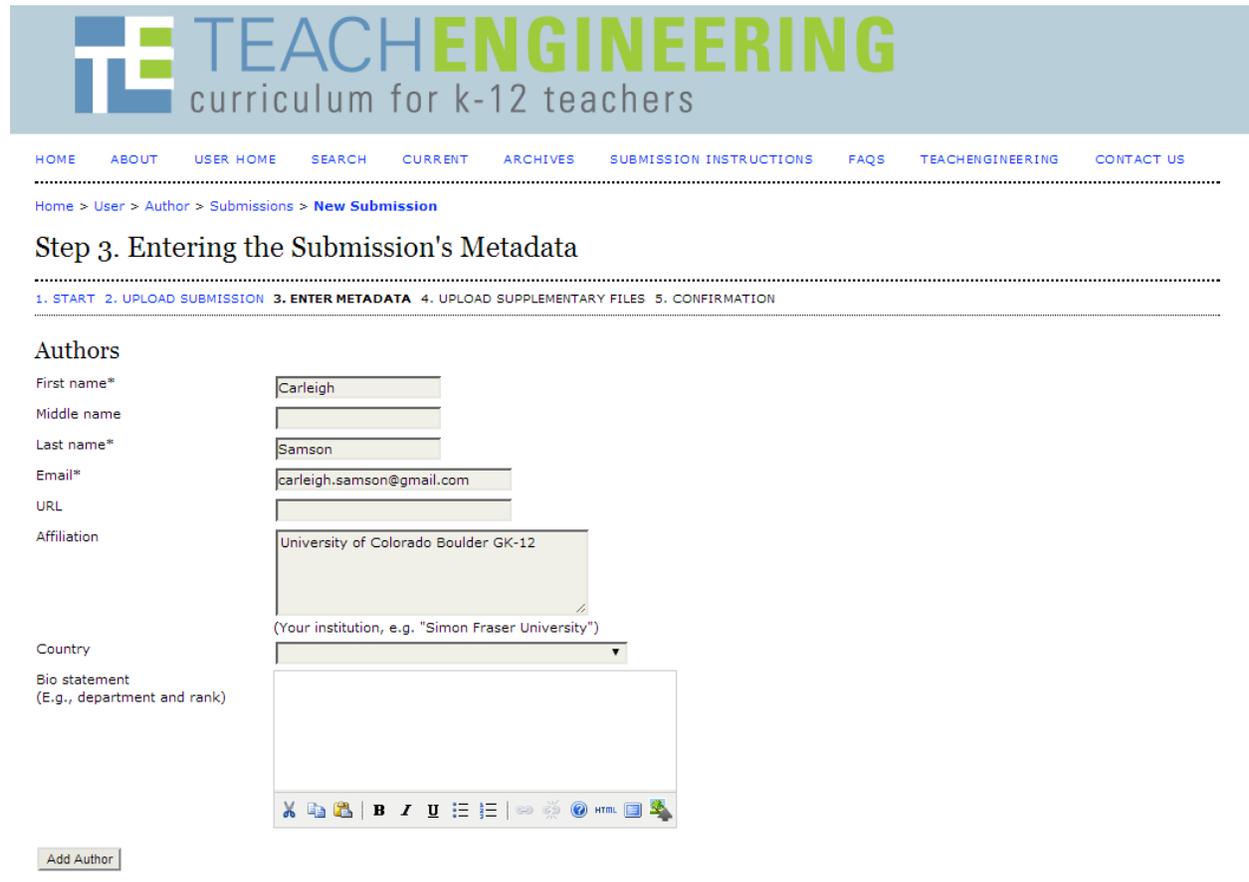
Upload submission file No file chosen

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.

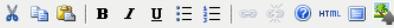


The screenshot shows the TeachEngineering website's submission metadata form. At the top is the TeachEngineering logo with the tagline "curriculum for k-12 teachers". Below the logo is a navigation menu with links: HOME, ABOUT, USER HOME, SEARCH, CURRENT, ARCHIVES, SUBMISSION INSTRUCTIONS, FAQs, TEACHENGINEERING, and CONTACT US. A breadcrumb trail reads: Home > User > Author > Submissions > New Submission. The main heading is "Step 3. Entering the Submission's Metadata". Below this is a progress indicator: 1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION. The form is titled "Authors" and contains the following fields: First name* (Carleigh), Middle name (empty), Last name* (Samson), Email* (carleigh.samson@gmail.com), URL (empty), Affiliation (University of Colorado Boulder GK-12), Country (a dropdown menu), and Bio statement (E.g., department and rank) (a large text area). A rich text editor toolbar is visible at the bottom of the bio statement field. An "Add Author" button is located at the bottom left of the form.

Title and Abstract

Title*

Abstract



Indexing

Language

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

* Denotes required field

Step 4. Uploading Supplementary Files (optional)

By uploading all your files in one ZIP file that is up to 100 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).



[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [SUBMISSION INSTRUCTIONS](#) [FAQS](#) [TEACHENGINEERING](#) [CONTACT US](#)

[Home](#) > [User](#) > [Author](#) > [Submissions](#) > **[New Submission](#)**

Step 4. Uploading Supplementary Files

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

This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures and tables that cannot be integrated into the text itself, or other materials that add to the contribution of the work.

ID	TITLE	ORIGINAL FILE NAME	DATE UPLOADED	ACTION
<i>No supplementary files have been added to this submission.</i>				

Upload supplementary file No file chosen

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**.



[HOME](#) [ABOUT](#) [USER HOME](#) [SEARCH](#) [CURRENT](#) [ARCHIVES](#) [SUBMISSION INSTRUCTIONS](#) [FAQS](#) [TEACHENGINEERING](#) [CONTACT US](#)

Home > User > Author > Submissions > **New Submission**

Step 4a. Add a Supplementary File

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA 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*	<input type="text" value="Untitled"/>
Creator (or owner) of file	<input type="text"/>
Keywords	<input type="text"/>
Type	Research Instrument ▾ Specify other <input type="text"/>
Brief description	<div style="border: 1px solid #ccc; height: 100px; width: 100%;"></div>
Publisher	<input type="text"/> <small>Use only with formally published materials.</small>
Contributor or sponsoring agency	<input type="text"/>
Date	<input type="text" value="2014-07-25"/> YYYY-MM-DD <small>Date when data was collected or instrument created.</small>
Source	<input type="text"/> <small>Name of study or other point of origin.</small>
Language	<input type="text"/> <small>English=en; French=fr; Spanish=es. Additional codes.</small>

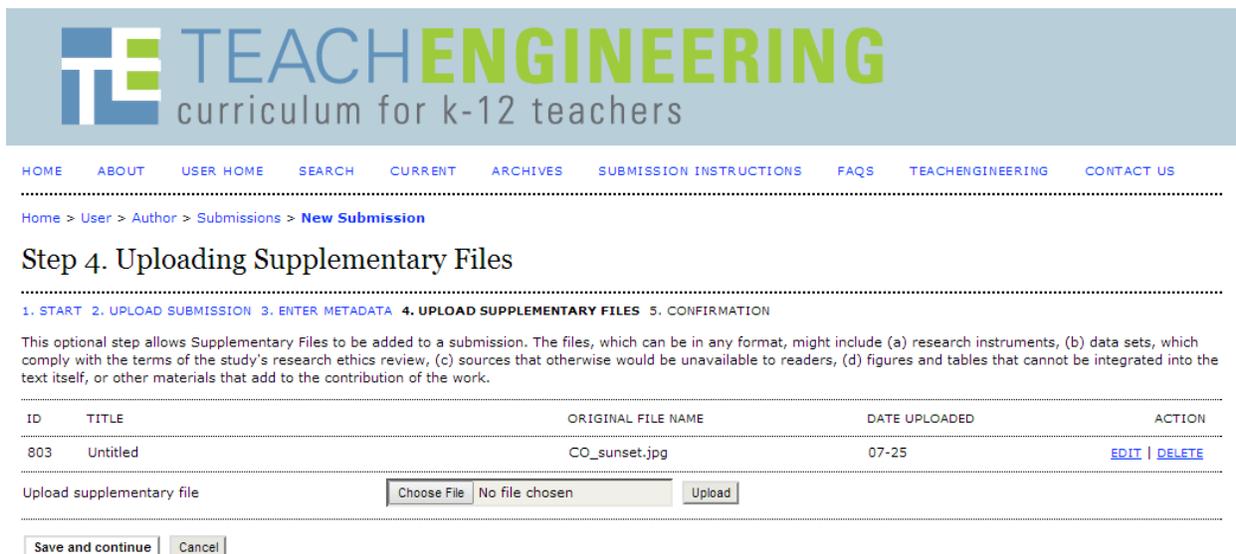
Supplementary File

File name	618-3080-1-SP.jpg
Original file name	CO_sunset.jpg
File size	356KB
Date uploaded	2014-07-25 06:12 PM
<input type="checkbox"/> Present file to reviewers (without metadata), as it will not compromise blind review.	

Replace file

* Denotes required field

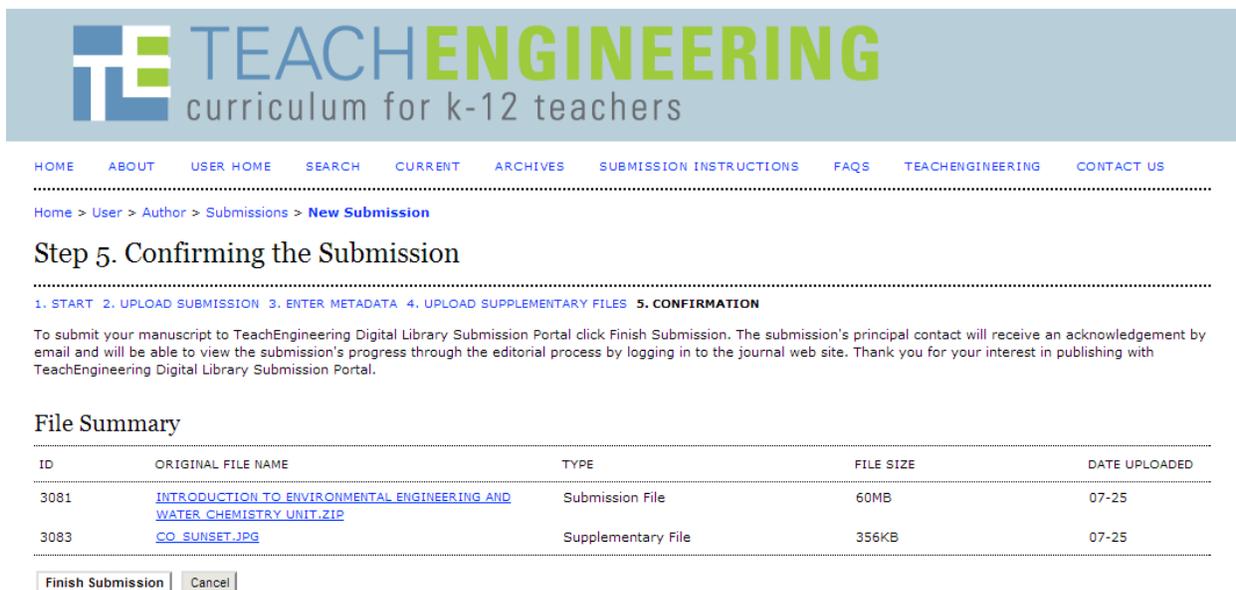
Next, you are returned to the **Uploading Supplementary Files** page where you may upload additional supplementary files if necessary. Once you have finished uploading supplementary files, click **Save and Continue**.



The screenshot shows the 'Uploading Supplementary Files' page. At the top is the TeachEngineering logo and navigation menu. Below the breadcrumb trail 'Home > User > Author > Submissions > New Submission', the page title is 'Step 4. Uploading Supplementary Files'. A progress bar indicates the current step is '4. UPLOAD SUPPLEMENTARY FILES'. A paragraph explains that this step allows for adding supplementary files like research instruments, data sets, or figures. Below this is a table with one entry: ID 803, Title 'Untitled', Original File Name 'CO_sunset.jpg', Date Uploaded '07-25', and Action links 'EDIT | DELETE'. Underneath the table is a file upload interface with a 'Choose File' button, a text box showing 'No file chosen', and an 'Upload' button. At the bottom of the page are 'Save and continue' and 'Cancel' buttons.

Step 5. Confirming the Submission

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



The screenshot shows the 'Confirming the Submission' page. It features the same header and navigation as the previous page. The breadcrumb trail is 'Home > User > Author > Submissions > New Submission'. The page title is 'Step 5. Confirming the Submission'. The progress bar now highlights '5. CONFIRMATION'. A paragraph instructs the user to click 'Finish Submission' to submit their manuscript, noting that they will receive an email acknowledgement and can track progress on the journal website. Below this is a 'File Summary' table with two entries: ID 3081 for 'INTRODUCTION TO ENVIRONMENTAL ENGINEERING AND WATER CHEMISTRY UNIT.ZIP' (Submission File, 60MB, 07-25) and ID 3083 for 'CO SUNSET.JPG' (Supplementary File, 356KB, 07-25). At the bottom are 'Finish Submission' and 'Cancel' buttons.

Version: July 2014