TeachEngineering
STEM curriculum for k-12

Author Submission Instructions

TeachEngineering submission portal at http://ojs.teachengineering.org/
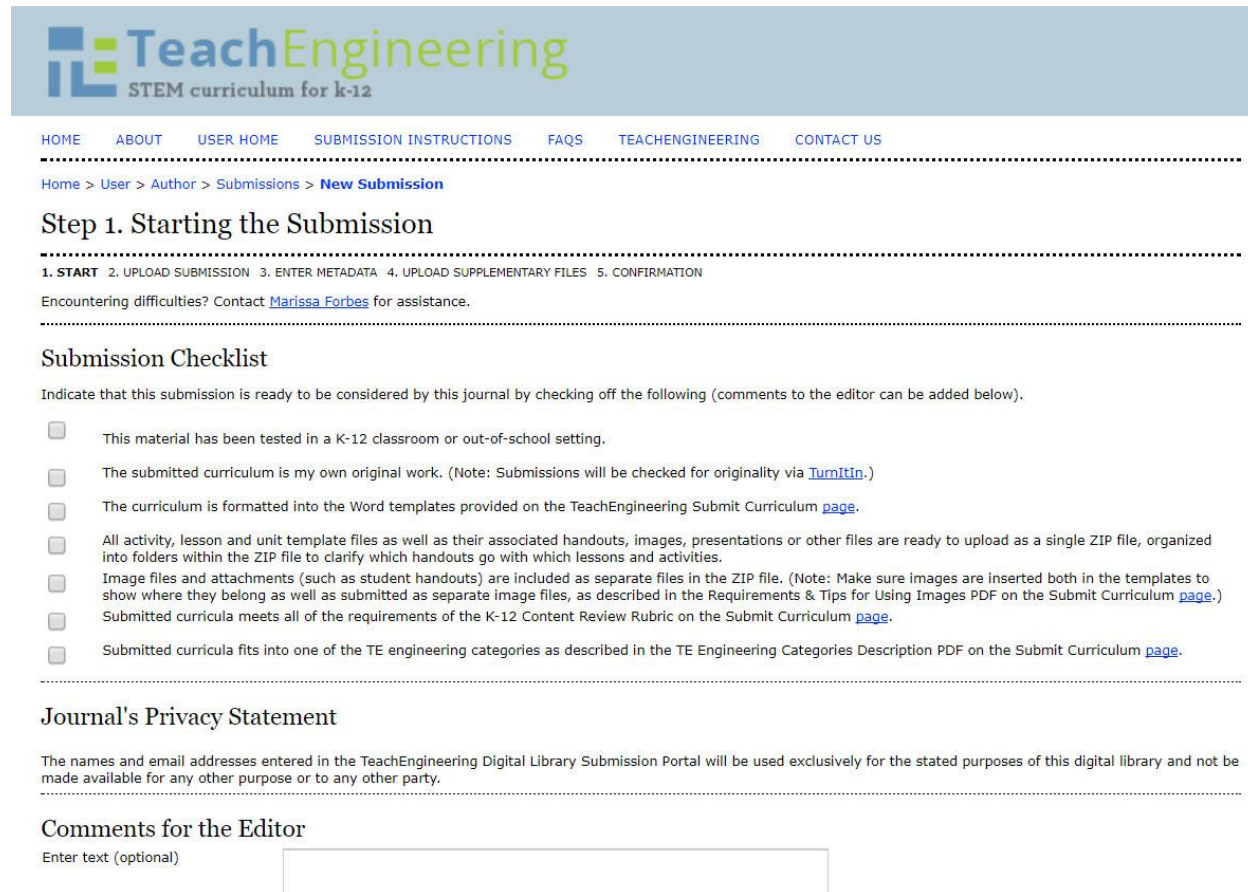
After you sign in, you will be on the user home page. Click on the **Author** link to go to the Author section of the website. Here you see a list of your active submissions. To start a new submission, click on the link at the bottom of the page to go to **Step 1** of the five-step submission process.

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.

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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 Marissa Forbes for assistance.

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 curriculum is my own original work. (Note: Submissions will be checked for originality via TurnItIn.)

☐ The curriculum is formatted into the Word templates provided on the TeachEngineering Submit Curriculum page.

☐ All activity, lesson and unit template files as well as their associated handouts, images, presentations or other files are ready to upload as a single ZIP file, organized into folders within the ZIP file to clarify which handouts go with which lessons and activities.

☐ Image files and attachments (such as student handouts) are included as separate files in the ZIP file. (Note: Make sure images are inserted both in the templates to show where they belong as well as submitted as separate image files, as described in the Requirements & Tips for Using Images PDF on the Submit Curriculum page.)

☐ Submitted curricula meets all of the requirements of the K-12 Content Review Rubric on the Submit Curriculum page.

☐ Submitted curricula fits into one of the TE engineering categories as described in the TE Engineering Categories Description PDF on the Submit Curriculum page.

Journal's Privacy Statement

The names and email addresses entered in the TeachEngineering Digital Library Submission Portal will be used exclusively for the stated purposes of this digital library and not be made available for any other purpose or to any other party.

Comments for the Editor

Enter text (optional)

Step 2. Uploading the Submission

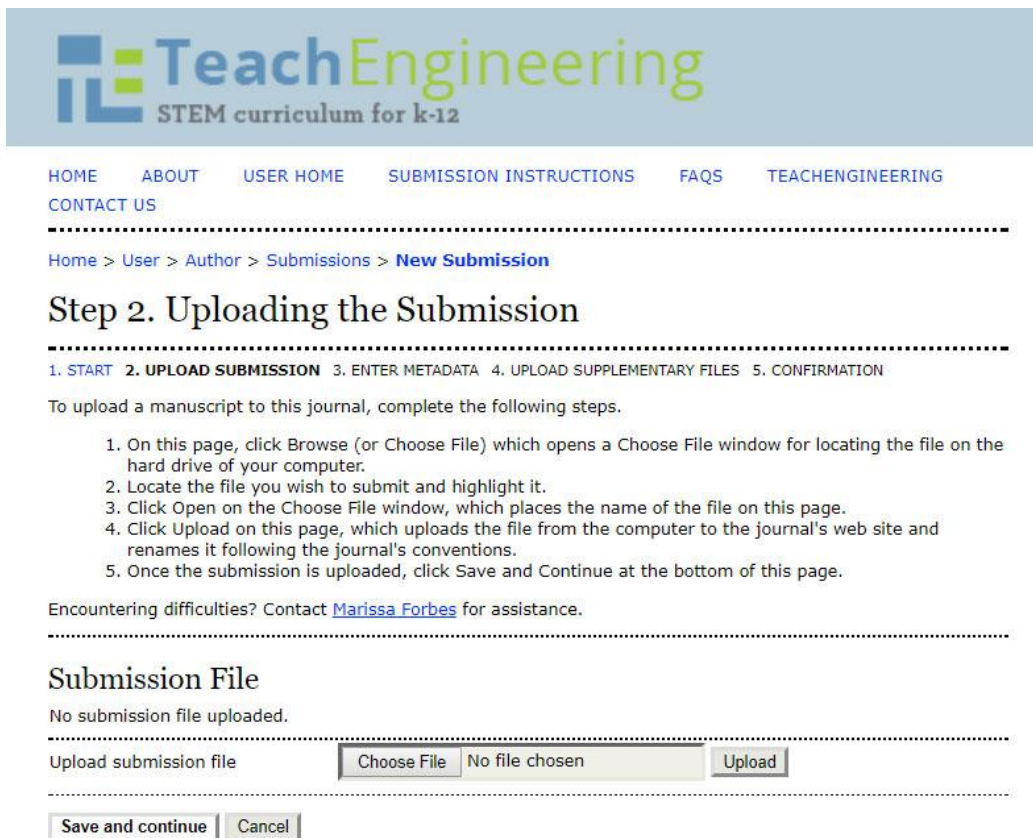This is where you upload your submission documents.

To prepare for this, combine your Word templates, image files 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/or images and upload them as a separate ZIP file in Step 4 (a supplementary file).

Then follow the steps on the page to upload your ZIP file: click **Choose FILE** > browse to locate the file > click Open > click **Upload**. The system changes 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 separate folders. 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 are unable 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/win/en/
- https://www.thefreesite.com/Free_Software/Unzipping_compression_freeware/

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Step 2. Uploading the Submission

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

To upload a manuscript to this journal, complete the following steps.

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 Marissa Forbes for assistance.

Submission File
No submission file uploaded.

Upload submission file | Choose File | No file chosen | Upload

| Save and continue | Cancel

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/recognize 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 are submitting a lesson/activity pair (or a lesson with multiple activities), 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 or lesson or activity) template into the abstract field.

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

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

(optional) Step 4. Uploading Supplementary Files

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 and/or video files that push your primary ZIP file over 100 MB, upload 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).

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Step 4. Uploading Supplementary Files

1. START 2. UPLOAD SUBMISSION 3. ENTER METADATA **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION
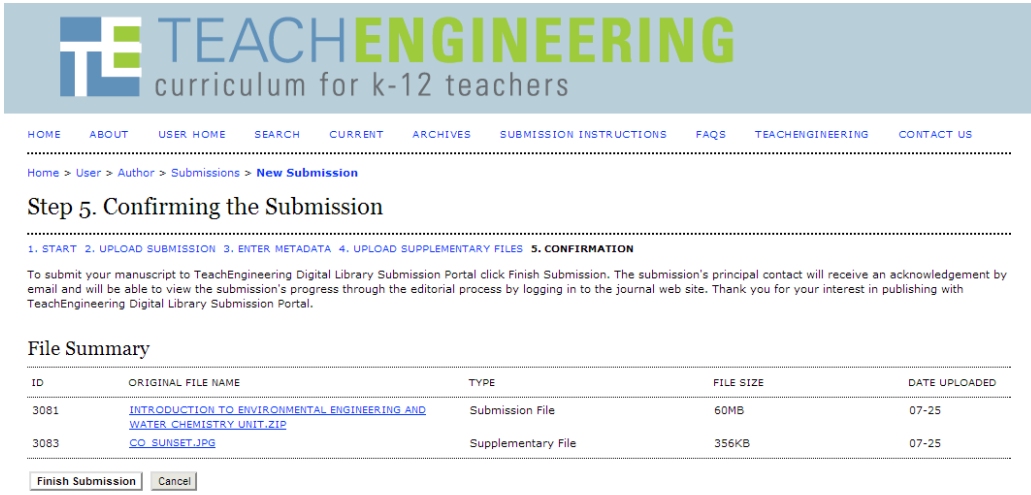
This optional step allows Supplementary Files to be added to a submission. The files, which can be in any format, might include (a) research instruments, (b) data sets, which comply with the terms of the study's research ethics review, (c) sources that otherwise would be unavailable to readers, (d) figures 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

No supplementary files have been added to this submission.

Upload supplementary file   Choose File No file chosen   Upload

Save and continue   Cancel

(optional) Step 4a. Add a Supplementary File

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 duplicate what you provide in the TeachEngineering templates when you refer to the file(s) by name. 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, click the **Finish Submission** button and you are done.

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Step 5. Confirming the Submission

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To submit your manuscript to TeachEngineering Digital Library Submission Portal click Finish Submission. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the editorial process by logging in to the journal web site. Thank you for your interest in publishing with TeachEngineering Digital Library Submission Portal.

File Summary

ID	ORIGINAL FILE NAME	TYPE	FILE SIZE	DATE UPLOADED
3081	INTRODUCTION TO ENVIRONMENTAL ENGINEERING AND WATER CHEMISTRY UNIT.ZIP	Submission File	60MB	07-25
3083	CO_SUNSET.JPG	Supplementary File	356KB	07-25

[Finish Submission]   [Cancel]

Thank you!