

SUBMITTING AN ARTICLE TO *CRUCIBLE/ELEMENTS*

Submitting an article to *CRUCIBLE/Elements* is a fairly simple process. Articles should be relevant to our members, predominantly science teachers of all grade levels. The information should be useful to them for their classroom use, or for their professional development. Activities, worksheets, resource reviews or Website reviews are also welcome and encouraged. Article length may be between 650 and 2000 words. For *Elements*, we try to keep activities to full-page layouts (or two full pages) so that teachers may copy and use the activities in their classrooms. A maximum length for activities is approximately 700 words. We prefer articles to be sent to us electronically, preferably by email, or on CD. **All articles submitted must include a brief, two or three sentence summary/abstract, to be used in our online table of contents. In addition, they must include a Curriculum Connection (i.e. what grade/course it is suitable for).**

We work on Macintosh, but can convert most other formats. We **CANNOT** use ClarisWorks, Publisher, Wordperfect, PowerPoint or InDesign documents however, and may experience conversion delays with the newest versions of some programs. Emails should be sent as attachments to <shayla_gunter@stao.org>. Photos are encouraged. **Graphics or tables, if done in Word programs, will not convert properly, and should be saved as graphics files, in .tiff or .eps format, or .jpg format, at a minimum of 180 dpi (or pixels).** High resolution pdf images (distilled properly through Acrobat Writer) are also acceptable. Graphics should be attached separately from the text files. **All authors should provide a headshot of themselves with all articles submitted.** Photos should be black and white, high resolution (300 dpi), and don't need to be much larger than about 2" square. Please also include a brief one or two sentence biography about yourself.

Once we have received the submission, we send it to two members of our publications committee for review. If approved, it **may** appear in the next available issue of *CRUCIBLE*. The publication is published 5 times per year, in January, March, June, September and November. In the current school year, all issues will be online only. The deadlines are two months prior to the issue date. Deadlines for up-coming issues for the current school year are as follows:

Publication date - September: Deadline, July 5
Publication date - November: Deadline, September 5
Publication date - January: Deadline, November 5
Publication date - March: Deadline, January 5
Publication date - June: Deadline, April 5

If the reviewers do not approve it (due to appropriateness of the information, or controversy of the issue), they may suggest review by the whole committee. We meet every two months, before an issue of *CRUCIBLE* is published. If an article is held off until a meeting, it could be several months after submission before it is published. If the article is rejected, the author will be contacted either by our office, or by a member of the committee. Articles are rejected on the basis of those circumstances noted above, and not as a reflection on the author. Sometimes, revisions may be required, and we'll contact the author and ask whether or not they would be interested in reworking the article.

Authors will receive an email notice of the availability of the issue online. If you are a member, you will have access to the members-only area where the *Crucible* may be found. If not a member, you will be given temporary access to view the site, for one month following publication. Published submissions are eligible for STAO Bucks, an incentive program from STAO which awards discount coupons towards STAO Store merchandise, STAO membership, or STAO conference admission fees. If you are not a member of STAO, your STAO Bucks must be used towards STAO membership. Pre-service award winners, Board and Executive members are not eligible for STAO Bucks as per the STAO Policy and Procedures.

Past issues of the printed version of *CRUCIBLE* may be found in many school libraries. If you wish to see an issue, please let us know and we can forward a back issue to you if available. If you have any further questions, please feel free to contact us at 905.881.9536 (between 9:30 a.m. and 5:30 p.m. only please), or by email at <shayla_gunter@stao.org>. Thank you for your interest in *CRUCIBLE/Elements*.

Shayla Gunter-Goldstein,
Assistant Editor, *CRUCIBLE*