

ARTICLE SUBMISSION GUIDELINES FOR **CRUCIBLE** *online* AND **ELEMENTS** *online*

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.

THE BASICS

- Article length: 650-2000 words
- Elements activities: single or double-sided worksheet pages, ~700-800 words
- Photos/graphics encouraged

ARTICLES MUST INCLUDE:

- brief bio
- head and shoulders photo
- brief abstract/summary for website
- curriculum connection.

FORMATS ACCEPTED

- Microsoft word documents (saved in .doc not .docx)
- embedded graphics to be supplied separately as .jpg, .tiff, .eps, or .pdf files
- graphics should be 180 dpi minimum

FORMATS NOT ACCEPTED

- ClarisWorks, Publisher, Wordperfect, PowerPoint or InDesign.

PUBLICATION DATES AND DEADLINES

- September issue – Deadline, July 5
 - November issue – Deadline, September 5
 - January issue – Deadline, November 5
 - March issue – Deadline, January 5
 - June issue: Deadline, April 5

(some flexibility, so please contact us if you have any questions)

THE PROCESS

All submissions are sent to the Editorial Committee for review by a minimum of 2 members. If approved, it may appear in any future publication, with no date guarantees, unless it is time-sensitive material. Grammatical edits will be made by the Assistant Editor; edits to the content may be done by the Committee. If significant edits are deemed necessary, articles may be sent back to authors for partial rewrites or clarification.

If the article is rejected, the author will be contacted in a timely matter. Articles may be rejected on the basis of inappropriateness of the information, controversy of the issue, or due to a lack of fit with the curriculum, and should not be viewed as a reflection on the author.

Once published online, authors will receive an email notice. STAO members will have access to the issue online ; non-members will be sent a pdf of their article.

Published articles may be eligible for STAO Bucks, an incentive program from STAO which awards discount coupons towards STAO Store merchandise, STAO membership, or STAO conference admission fees. Non-members must use STAO Bucks towards STAO membership. Certain conditions apply. Letters of Recognition – another incentive – are offered for all submissions.

**Submit articles by email to Assistant Editor, Shayla Gunter-Goldstein:
shayla_gunter@stao.org • Questions? 905-881-9536**