



Lab-experiment submissions should follow the JCE Guide to Submissions first and these guidelines second. There should be three parts: **Abstract/Keywords**, **Lab Summary**, and **Lab Documentation**. Each part should begin on a fresh sheet of paper and should be labeled Abstract, Lab Summary, or Lab Documentation.

For a new manuscript or a revised manuscript that has not been accepted for publication, submit four copies of each part. Submit four copies of any software on four floppy disks. Do not send the *manuscript* on disk until the editor specifically requests it.

[If you have been notified that your manuscript will be published, either as is or with minor revision, and we have requested a version on disk, then send only a single printed copy along with the disk containing the electronic version. The printed copy should match the electronic version *exactly* so we can check that the electronic version has been received without any glitches.]

Please check that each item listed below has been satisfied by your submission.

\_\_\_ Follow the **JCE Guide to Submissions** regarding manuscript format (spacing, page margins and numbering, style for citing references, etc.) for the Abstract/Keywords, Lab Summary, and any Lab Documentation (such as instructor notes) that has not already been formatted. It is not necessary to reformat materials that have been handed out to students.

\_\_\_ Send four copies of Abstract/Keywords, Lab Summary, Lab Documentation, and necessary software.

\_\_\_ Include **Abstract/Keywords** as for any nonlab manuscript (no more than 200 words)

\_\_\_ Include **Lab Summary** for publication in print (no more than 1500 words); it should:

- \_\_\_ explain why someone would want to adopt the experiment;
- \_\_\_ indicate the course or level where the experiment fits into the curriculum;
- \_\_\_ state clearly and briefly the procedures, techniques, facts, and concepts students will learn; for synthetic experiments include the reactions and synthetic methods involved but not detailed reaction conditions;
- \_\_\_ explain how and why the experiment helps the students learn;
- \_\_\_ include results (tables, graphs, percent yields, etc.) typical of those obtained by students who have done the experiment;
- \_\_\_ if possible, summarize the results of evaluation studies of whether the experiment achieved its goals;
- \_\_\_ list equipment, chemicals, and/or instruments used in the experiment that are not expected to be available in a typical chemistry department;
- \_\_\_ include a section headed "Hazards" that describes any hazards related to procedures or substances, or that states that there are no significant hazards;
- \_\_\_ cite references to related experiments that have appeared in *JCE* or other journals and explain how this experiment differs from them;
- \_\_\_ summarize other information that would help a potential adopter of the experiment decide whether or not to expend the effort needed to adapt it for use at his or her institution.

\_\_\_ Include **Lab Documentation** for *JCE Online* in computer-readable form; it should include

- \_\_\_ Written material used by students (with appropriate warnings of hazards), e.g.
  - \_\_\_ directions and experimental procedures,
  - \_\_\_ report forms, or examples of student assessment tasks,
  - \_\_\_ handouts containing supplemental or background information,
- \_\_\_ Instructor notes (with appropriate warnings of hazards), e.g.
  - \_\_\_ background information
  - \_\_\_ lab preparation and equipment needs
  - \_\_\_ directions for preparing solutions, instruments, and other apparatus
  - \_\_\_ tips for success and/or troubleshooting notes
- \_\_\_ CAS registry numbers for all chemicals
- \_\_\_ complete information about *safety and hazards* of the experiment;
- \_\_\_ author-produced, technology-based materials needed for students to carry out the experiment, in computer-readable form, e.g.
  - \_\_\_ computer software
  - \_\_\_ spreadsheet templates
  - \_\_\_ Mathcad, Mathematica, or Maple documents
  - \_\_\_ information needed to carry out molecular modeling or other exercises
- \_\_\_ amplification of any items in the Lab Summary where additional information would help a user;
- \_\_\_ any references or citations that were not included in the Lab Summary but are needed by students or those who are implementing the experiment;
- \_\_\_ any other information needed to implement the experiment.

2/29/2000 rev.