

## Standards for Articles in CEE

Submissions to CEE continue to increase. This increase indicates that there is a high and increasing interest in improving chemical engineering education. CEE will best serve the education of chemical engineers if its standards remain high.

Educational papers should be prepared with the same care as technical papers; however, the style can be more informal and some use of the first person is often appropriate. Papers need to reflect knowledge of the engineering education literature in addition to the appropriate technical literature. As an absolute minimum, authors should search the literature, read any articles on related topics, and cite appropriate papers. Of course, more than the absolute minimum is normally expected, and authors should do a reasonably diligent search of other relevant engineering education journals such as the *Journal of Engineering Education* (<http://www.asee.org/publications/jee/index.cfm>), *Proceedings of ASEE Annual Conferences* (<http://www.asee.org/conferences/v2search.cfm>), *Proceedings of ASEE Frontiers in Education (FIE) Conferences* (<http://fie.engrng.pitt.edu/>), *International Journal of Engineering Education*, and *European Journal of Engineering Education* (<http://www.asee.org/publications/international.cfm>). If a large fraction of what the authors intend to cover has already been covered, they should consider reducing the paper to an Educational Brief or scraping the project altogether. Papers must be related to the teaching and learning of chemical engineering—purely technical papers are rarely published.

Can papers that have been published in a nonarchival medium such as the ASEE Proceedings, published as a Web page, or were presented as a lecture be submitted to CEE? Since CEE provides a different audience and is archived, the answer is yes as long as such publication would not violate copyright agreements. Of course, the original publication needs to be cited. If large parts of the paper are identical to the original paper, this overlap should be identified (e.g., "Parts of this paper were previously published in . . ."). Republishing is most appropriate when the original publication consisted of preliminary results that can be expanded upon in the CEE article. The original presentation venue of a lecture should be acknowledged (e.g., "presented as a Plenary Lecture at the International Conference on Engineering Education 2004 (ICEE04), University of Florida,

Gainesville, FL, Oct. 19, 2004"). Obviously, lectures need to be recast into the proper format for an article. All such submissions will undergo the normal editorial and peer-review processes. Articles that have been published in or are being considered by other archival journals should not be submitted to CEE.

Although copyright protection in a digital era is complicated, for the purposes of CEE the following standards should be followed. First, unless you know otherwise, assume that every source (even an e-mail message) has copyright protection. Authors who want to copy substantial portions from an article (a complete table or complete figure or a substantial portion of the text), any portion of a song, or any part of a poem are responsible for obtaining permission from the owner of the copyright. This is often the publisher, not the original author. Since copyright refers to the form of the presentation and not the underlying data itself, if you totally recast the data (e.g., convert a table into a plot) permission is not required. Of course, whether or not permission is required, appropriate quotation procedures should be followed and the sources must be appropriately cited. Even when you are the original author, you must ask the copyright owner for permission to reuse your own work. As a rule of thumb, if a copyright form was filled out, you probably transferred copyright to that publication.

Plagiarism and self-plagiarism (reuse of your own material without permission and/or without using proper citation procedures) of copyrighted material owned by someone else is illegal. Even if copyright permission is not an issue, plagiarism and self-plagiarism are violations of CEE standards. In practical terms this means that you can't cut and paste material from one of your articles and reuse it in a new CEE article unless the original source is cited. If the original source is a CEE paper and you are preparing a new CEE paper, do not cut and paste any of the text to save yourself time—rewrite it. Only parts that are absolutely necessary such as a table or figure should be reused, and then the original source must be clearly identified.

Failure to meet any of the CEE standards is likely to result in rejection of the paper. Authors who fail to meet the standards involving copyright, plagiarism and self-plagiarism may be barred from submitting future papers to CEE.