

# **AUTHOR GUIDELINES**

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This guide is offered to aid authors in preparing manuscripts for Chemical Engineering Education (CEE), a quarterly journal published by the Chemical Engineering Division of the American Society for Engineering Education (ASEE).

CEE publishes papers in the broad field of chemical engineering education. Papers generally describe a course, a laboratory, a ChE department, a ChE educator, a ChE curriculum, research program, machine computation, special instructional programs, or give views and opinions on various topics of interest to the profession.

## **• Specific suggestions on preparing papers •**

**TITLE** • Use specific and informative titles. They should be as brief as possible, consistent with the need for defining the subject area covered by the paper.

**AUTHORSHIP** • Be consistent in authorship designation. Use first name, second initial, and surname. Give complete mailing address of place where work was conducted. If current address is different, include it in a footnote on title page.

**TEXT** • We request that manuscripts not exceed twelve double-spaced typewritten pages in length. Longer manuscripts may be returned to the author(s) for revision/shortening before being reviewed. Assume your reader is not a novice in the field. Include only as much history as is needed to provide background for the particular material covered in your paper. Sectionalize the article and insert brief appropriate headings.

**TABLES** • Avoid tables and graphs which involve duplication or superfluous data. If you can use a graph, do not include a table. If the reader needs the table, omit the graph. Substitute a few typical results for lengthy tables when practical. Avoid computer printouts.

**NOMENCLATURE** • Follow nomenclature style of Chemical Abstracts; avoid trivial names. If trade names are used, define at point of first use. Trade names should carry an initial capital only, with no accompanying footnote. Use consistent units of measurement and give dimensions for all terms. Write all equations and formulas clearly, and number important equations consecutively.

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**COPY REQUIREMENTS** • Send two legible copies of the typed (double-spaced) manuscript on standard letter-size paper. Submit original drawings (or clear prints) of graphs and diagrams on separate sheets of paper, and include clear glossy prints of any photographs that will be used. Choose graph papers with blue cross-sectional lines; other colors interfere with good reproduction. Label ordinates and abscissas of graphs along the axes and outside the graph proper. Figure captions and legends will be set in type and need not be lettered on the drawings. Number all illustrations consecutively. Supply all captions and legends typed on a separate page. State in cover letter if drawings or photographs are to be returned. Authors should also include brief biographical sketches and recent photographs with the manuscript.

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