

ChemEd X Manuscript TEMPLATE

Before You Fill in the Template

- Read the [Contribution Guidelines](#) before completing the template.
- Please register for an account at www.chemedx.org. Upload a headshot and a tagline into your profile. If you need help with that, read our [FAQ](#) page.

Profile example:

Janice Doe

Whitlow High School, MT

AP & General Chemistry

Follow me on Twitter @twitterhandle

Notes

- You will submit all content in a single Word document. (Please note the availability of any files that you would like to submit but cannot be included in that Word document.)
- Note if this content has been submitted or published elsewhere.

Use the following headings to organize your submission.

AUTHOR NAME (& CO-AUTHOR NAME if appropriate)

TITLE We suggest a clear and descriptive title using **keywords** in the title to help online users find this content.

IMAGES/MEDIA Photos, images, graphs and tables are encouraged. If the media you will be attaching include recognizable people other than yourself, attach completed [photo release forms](#) and/or [minor photo release forms](#). Every image also requires a notation acknowledging that it is either your own work, based upon a cited reference or otherwise copyright free. If you have documentation authorizing permission for use of copyrighted material, please note that in the submission and be ready to provide it.

ACKNOWLEDGEMENTS Note any individuals that helped in the preparation of the manuscript.

STANDARDS List any related NGSS or other standards if appropriate.

BODY The body of your post should provide information about the main idea of the topic you have chosen to share. You should relate the topic to your own experience and offer why the topic might be valuable for the larger community.

CITATIONS Please use the [ACS Style guide](#) for formatting help. Note if you are the photographer of any images included. If not, citations are required. Permission is required unless the photo is in the public domain (provide a link / reference acknowledgement).

SAFETY List any necessary precautions or safety information.

SUPPORTING INFORMATION Depending upon the manuscript type, you may wish to include student and teacher documents, photos or other supporting information. Please note them in the submitted document if they are not already included.

Additional Requirements by Content Type

ACTIVITY / DEMO *(The author is expected to have used the activity / demonstration with students.)*

List of Equipment/Materials/Chemicals – Note how to obtain any “hard to find” materials and any related safety notes.

Procedure – Include a step-by-step procedure for students to follow.

Class Time Required – Note minutes of class time since teachers do not all have the same length of time per class.

Teacher Preparation & Time Required – Outline how teachers will set up the activity noting any helpful tips. Note the time expected to prepare.

Student and Teacher Documents – Provide student handouts and other helpful teacher documents if applicable.

PICK

Include a link to the resource and a price when appropriate.

EVENT

Include an associated link and dates.