



**MARINE BIOTECHNOLOGY & BIOINFORMATICS FOR TEACHERS
MOSS LANDING MARINE LABS NSF ITEST GRANT
ACADEMIC YEAR 2006-2007
Guidelines for Publications:
Getting Started in Publishing**

List of Commonly Used Science Education Journals

1. Science and Children – NSTA – Elementary Journal
2. Science Scope – NSTA – Middle School
3. The Science Teacher – NSTA – High School
4. Journal of College Science Teaching – NSTA – College and University
5. The American Biology Teacher - NABT - High School and College
6. NSTA Conference Presentation Guidelines

Science and Children – NSTA, Elementary grades journal

Why YOU Should Publish

Science and Children is dedicated to those concerned with teaching science at the elementary science level from preschool to sixth grade. The content reflects the needs of its audience of classroom teachers, science supervisors and administrators, teacher educators, and parents. Publishing in Science and Children is your opportunity to contribute significantly to elementary science. For helpful writing tips from NSTA's journal editors, please read Right from the Start.

What to Submit and Writing Tips

- * Effective inquiry activities that are original and creative
- * Interdisciplinary science experiences
- * Successful partnerships or programs
- * Themes of current issues in elementary science education

In your article, share the complete experience, including what you did, what worked, and what didn't. When describing an activity, identify its place in the curriculum, the appropriate grade level, assessment techniques, and any safety considerations. Include how the activity addresses current science standards. Tell us what students were wondering about that led you to conduct the activity. What did students say as they conducted the activity? What changes will you make to the activity in the future?

When describing a successful partnership or program, give complete details. How was the program set up? Why was it begun? What are its goals? What were students' reactions as they participated? With these suggestions in mind, you may soon be among S&C's published authors.

What About Copyright?

NSTA will hold the copyright to your article in order to facilitate reprinting and republishing in the future. However, if you wish to have your article reprinted elsewhere, you need to secure permission from NSTA and include a credit line on the first page of the reprint.

Manuscript Presentation

- * Your manuscript should not exceed 2,000 words. Longer manuscripts may be returned for revision without being reviewed.
- * Include a 25-word abstract of your article.
- * SI (metric) units should be used throughout the article.

- * Tables, graphs, and charts should be appropriately labeled.
- * Bibliographies and resource lists should be alphabetized and limited to current, readily available items.

Photographs

When taking photographs for the journals, students in laboratory settings must be shown following appropriate safety guidelines and wearing proper safety attire, including full-wrap, splash-proof goggles. Students' faces should be visible, but they should not look directly at the camera. If a photograph is used, a signed model release will be required of each student pictured.

How to Submit

Manuscripts should be submitted electronically through our website at authors.nsta.org. Once at the site, follow the steps for New Author Registration. To submit your manuscript, you will first need to save it as a Word document in PC format. Please choose a file name based on the title or content of your manuscript, not on the author's name or school, and do not include a cover sheet as part of the file.

All graphics should be scanned and embedded in the document. When embedding a document, please only use low-resolution files (72 dpi). If we decide to use the images in print, we will contact you to obtain higher-resolution (300 dpi) versions of the files or hard copies of the graphics that we can scan in at high resolution. If you are unable to embed your graphics, you can submit hard copies by mail to the address below.

If you have any problems using our website to submit a manuscript, you may email your manuscript to mzerry@nsta.org directly or submit a copy by mail. If you send the manuscript by mail, please include a copy of your manuscript on disk. Send your materials to:

Science and Children
Monica Zerry, Managing Editor
1840 Wilson Blvd.
Arlington, VA 22201-3000

If you have any questions about the submission process, please contact the journal at (703) 312-9251 or mzerry@nsta.org.

Science Scope – NSAT middle school journal

Why YOU Should Publish

The main purpose of NSTA's well-rounded publishing program is to allow individuals to share ideas with thousands of other people who teach science. The content reflects the needs of its audience of classroom teachers, science supervisors and administrators, teacher educators, and parents. Publishing in Science Scope is your opportunity to make a significant contribution to middle level science programs. For helpful writing tips from NSTA's journal editors, please read *Right from the Start*.

What to submit and writing tips

- * Effective inquiry activities that are original and creative
- * Interdisciplinary science experiences
- * Successful partnerships or programs
- * Themes of current issues in science education

In your article, share the complete experience, including what you did, what worked, and what didn't. When describing an activity, identify its place in the curriculum, the appropriate grade level, assessment techniques, and any safety considerations. Include how the activity addresses current science standards. Tell us what students were wondering about that led you to conduct the activity.

What did students say as they conducted the activity? What changes will you make to the activity in the future?

When describing a successful partnership or program, give complete details. How was the program set up? Why was it begun? What are its goals? What were students' reactions as they participated? With these suggestions in mind, you may soon be among Science Scope's published authors.

What about copyright?

NSTA will hold the copyright to your article in order to facilitate reprinting and republishing in the future. However, if you wish to have your article reprinted elsewhere, you need to secure permission from NSTA and include a credit line on the first page of the reprint.

Manuscript presentation

Your manuscript should not exceed 2,000 words. Longer manuscripts may be returned for revision without being reviewed.

- * Include a 25-word abstract of your article.
- * SI (metric) units should be used throughout the article.
- * Tables, graphs, and charts should be appropriately labeled.
- * Bibliographies and resource lists should be alphabetized and limited to current, readily available items.

Photographs

When taking photographs for the journals, students in laboratory settings must be shown following appropriate safety guidelines and wearing proper safety attire, including full-wrap, splash-proof goggles. Students' faces should be visible, but they should not look directly at the camera. If a photograph is used, a signed model release will be required of each student pictured.

How to submit

Manuscripts should be submitted electronically through our website at authors.nsta.org. Once at the site, follow the steps for New Author Registration. To submit your manuscript, you will first need to save it as a Word document in PC format. Please choose a file name based on the title or content of your manuscript, not on the author's name or school, and do not include a cover sheet as part of the file.

All graphics should be scanned and embedded in the document. When embedding a document, please only use low-resolution files (72 dpi). If we decide to use the images in print, we will contact you to obtain high-resolution (300 dpi) versions of the files, or hard copies of the graphics that we can scan in at high resolution. If you are unable to embed your graphics, you can submit hard copies by mail to the address below or e-mail digital images to kroberts@nsta.org. If you have any problems using our website to submit a manuscript, you may email a copy to kroberts@nsta.org directly or submit a copy by mail. If you send your manuscript by mail, please include a hard copy on disk. Send your materials to:

Science Scope
Ken Roberts, Managing Editor
1840 Wilson Blvd.
Arlington, VA 22201-3000

If you have any questions about the submission process, please contact the journal at (703) 312-9245, or kroberts@nsta.org. If you are a manuscript reviewer, you can log in [here](#).

The Science Teacher - NSTA high school journal

Why YOU Should Publish

The main purpose of NSTA's well-rounded publishing program is to allow our members to share ideas with thousands of other people who teach science. The content reflects the needs of its audience of classroom teachers, science supervisors and administrators, teacher educators, and parents. Publishing in *The Science Teacher* is your opportunity to make a significant contribution to secondary level science programs. For helpful writing tips from NSTA's journal editors, please read *Right from the Start*.

What to submit and writing tips

- * Effective inquiry activities that are original and creative
- * Integrated science experiences
- * Successful partnerships or programs
- * Themes of current issues in science education

In your article, share the complete experience, including what you did, what worked, and what didn't. When describing an activity, identify its place in the curriculum, the appropriate grade level, assessment techniques, and any safety considerations. Include how the activity addresses current science standards. Tell us what students were wondering about that led you to conduct the activity. What did students say as they conducted the activity? What changes will you make to the activity in the future?

When describing a successful partnership or program, give complete details. How was the program set up? Why was it begun? What are its goals? What were students' reactions as they participated? With these suggestions in mind, you may soon be among *The Science Teacher's* published authors.

What about copyright?

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Manuscript presentation

- * Your manuscript should not exceed 2,000 words. Longer manuscripts may be returned for revision without being reviewed.
- * Include a 25-word abstract of your article.
- * SI (metric) units should be used throughout the article.
- * Tables, graphs, and charts should be appropriately labeled.
- * Bibliographies and resource lists should be alphabetized and limited to current, readily available items.

Photographs

When taking photographs for the journals, students in laboratory settings must be shown following appropriate safety guidelines and wearing proper safety attire, including full-wrap, splash-proof goggles, aprons, and gloves. Students' faces should be visible, but they should not look directly at the camera. If a photograph is used, a signed model release will be required of each student pictured.

How to submit

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If you have any problems using our website to submit a manuscript, you may email a copy to JHenderson@nsta.org directly or submit a copy by mail. If you send your manuscript by mail, please include a hard copy on disk. Send your materials to:

The Science Teacher
Jennifer Henderson, Managing Editor
1840 Wilson Blvd.
Arlington, VA 22201-3000

If you have any questions about the submission process, please contact the journal at (703) 312-9239 or JHenderson@nsta.org.

Journal of College Science Teaching – NSTA college and community college journal

Why You Should Publish

The main purpose of the Journal of College Science Teaching is to provide a forum for the exchange of ideas on and experiences with undergraduate science courses. Publishing in JCST is also an opportunity to report and discuss innovative teaching materials, methods, and evaluative criteria; disseminate contributions toward improving college science instruction; and describe work in disciplinary science courses that is broad enough in its approach to appeal to teachers in other scientific fields. All manuscripts are peer reviewed. For helpful tips from NSTA's journal editors, please read *Right from the Start*.

Writing Tips

- * Write clearly and concisely, organize your material logically, and use an active voice and conversational tone. Avoid abstract or very technical language and be sure to define all specialized terms.
- * JCST prefers to publish articles that stress interdisciplinary aspects of science teaching, so please keep topics general; other fine journals exist (e.g., *Journal of Chemical Education*, *American Journal of Physics*, etc.) for more specialized articles.
- * Manuscript content must be original and unpublished. Credit any other author's ideas that are used in the manuscript and explain in the text how your material builds upon, expands, or otherwise relates to work that has preceded yours. We also encourage references to related JCST material, which can be searched by visiting our website at www.nsta.org.

What About Copyright?

Copyright laws protect your work. NSTA will hold the copyright to your article to facilitate reprinting and republishing in the future. If you wish to have your article reprinted elsewhere, you need to secure permission from NSTA and include a credit line on the first page of the reprint.

Manuscript Presentation

- * Your manuscript should not exceed 3,000 words. Longer manuscripts may be returned for revision without being reviewed.
- * Manuscripts should be word-processed and double-spaced.
- * Include a 25-word abstract of your article.
- * SI (metric) units should be used throughout the article.
- * Tables, graphs, and charts should be appropriately labeled.
- * Financial support for work reported should be acknowledged at the end of the manuscript.
- * References within the text should cite in parenthesis the author's name and year of publication;

the full citation should be included alphabetically by author's last name in a list at the end of the article.

Photographs and illustrations

To facilitate the review process, you'll need to submit a single, complete file. Consequently, any graphics that you would like to submit, such as figures, tables, photos, and illustrations, should be embedded in the text document. To minimize the size of the file, you can embed low-resolution images in the file. However, we will need you to archive high-resolution versions of the images for use by the journal if your manuscript is accepted for publication. If you are unable to embed these elements into the file, you can send hard copies of the images under separate cover to the journal (address below) with a note indicating that they are to accompany the manuscript you submitted electronically. Submit only copies, no originals.

Although we appreciate receiving author photographs and illustrations, we cannot guarantee that they will be used, and materials cannot be returned. Tape an identifying label on the back of each photo—do not write directly on the back of photos or paper clip them together. On a separate sheet of paper, include descriptions and photo credits.

Students in laboratory settings must be shown following appropriate safety guidelines and wearing proper safety attire, including full-wrap, splash-proof goggles. Their faces should be visible, but they should not look directly at the camera. If the photo is used, a signed model release will be required of each student pictured.

How to submit

Manuscripts can be submitted electronically through our Website at authors.nsta.org. When submitting the manuscript, you will be asked to provide each author's name, position, mailing address, e-mail address, home and work phone numbers, and fax number. To facilitate our blind review process, do not include any of this information within the electronic file that you submit. If you have difficulty submitting the manuscript electronically, contact Ken Roberts, JCST Managing Editor at (703) 312-9245; kroberts@nsta.org.

Manuscript Checklist

- Written clearly and concisely with an introduction and conclusion
 - Stresses interdisciplinary aspects of science teaching
 - Does not exceed 3,000 words
 - Contains a 25-word abstract
 - Uses only the SI (metric) system of weights and measures
 - Includes references that are complete and current
 - If you are unable to embed graphics in the text document, e-mail digital images or send hard copies of the images to Ken Roberts, JCST Managing Editor, 1840 Wilson Blvd., Arlington, VA 22201-3000. Include a note indicating the images are to accompany the manuscript you submitted electronically.
 - Original artwork has been retained by author; only copies submitted with manuscript
- NSTA

The American Biology Teacher – NBTA middle school and high school journal

Guidelines for Authors & Photographers

We encourage all biology educators to write for The American Biology Teacher. The peer-reviewed journal includes articles of interest and of use to teachers at every level. For example:

Research on teaching alternatives, including evaluation of a new method; cooperative learning; concept maps; learning contracts; investigative experiences; use of educational technology; simulations and games; and the process of making value judgments.

Social and ethical implications of biology and how to teach them; aging and death; genetic engineering; energy; pollution; agriculture; population; health care; nutrition; sexuality; gender; and drugs.

Specific how-to-do-it suggestions for laboratory, field activities, or interdisciplinary programs. Simple quick biology exercise or "Quick Fix" for the classroom; including motivational strategies to teach a concept (250-500 words).

Reviews of recent advances in the life sciences.

Imaginative views of the future and suggestions for coping with changes.

Manuscript Selection Criteria

1. Information must be useful to biology teachers at all levels.
2. The manuscript must contain original material that has not been published elsewhere.
3. The manuscript should be organized logically and coherently; the writing style should be clear.
4. Illustrations should be included if they add clarity or increase reader interest. See Preparing Figure Artwork.
5. Limit manuscripts to 4,000 words (or 16 typewritten, double-spaced pages), including references and excluding illustrations. We prefer short, concisely written articles.
7. Manuscripts should align with the National Science Education Standards and their focus on inquiry-based learning.

General Style and Format

- * Indicate whether you would like your manuscript published online or in print. Online pieces generally appear sooner than the print pieces.
- * The title should be a descriptive but concise invitation to read further.
- * A good introductory paragraph captures the reader's attention. It should highlight the major points in subsequent paragraphs. Include a 50-word abstract of your article for our Web site listing.
- * Include subheads in any manuscript longer than five pages.
- * For the text body of the manuscript, do not use tabs or another type of formatting, other than capitalization and punctuation, and italics. For more information, see Manuscript Requirements.
- * Most articles need formal conclusions. In many cases, suggestions for implementing ideas are more useful than summaries.
- * References: List in alphabetical order on a separate page at the end of your article. References must be complete and in ABT style. The following examples illustrate ABT's style format:

Magazine or journal article

Raham G. (1986). Pill bug biology: A spider's spinach but a biologist's delight. *The American Biology Teacher*, 48(1), 9-16.

Book

Hutchinson, G.E. (1962). *The Enchanted Voyage and Other Studies*. New Haven, CT: Yale University Press.

Article in an edited book

Popper, K. (1980). Science: Conjectures and refutations. In E.D. Kemke, R. Hollinger & A.D. Kline (Eds.), *Introductory Readings in the Philosophy of Science* (pp. 19-34). NY: Prometheus Books.

Web site

Roberts, L., Davenport, R.J., Pennisi, E. & Marshall, E. (2001). A history of the Human Genome Project. *Science*, 291:1195. Available online at: <http://www.sciencemag.org/cgi/content/full/291/5507/1195>.

Cite in-text references in the following manner

"Blue-green algae have the simplest nutritional requirements of any known organism" (Keeton 1973).

(or)

Keeton (1973) has noted that "bluegreen algae have the simplest . . ."

For more guidelines on preparing references, see the Publication Manual of the American Psychological Association, 4th Ed. (2001).

- For more information, see Preparing Figure Artwork.

Editorial Style

On questions of punctuation, abbreviation, and style, ABT follows the Chicago Manual of Style, 14th Ed. Our spellings are those preferred in Webster's Tenth New Collegiate Dictionary. There are excellent articles and books on effective writing styles (e.g., The Elements of Style by W. Strunk, Jr. and E.B. White).

A variety of styles makes a journal more interesting; thus, we offer the following writing tips:

- * Use the active voice and conversational tone whenever possible.
- * Avoid abstract or very technical language and define all specialized terms.
- * Use concise words to emphasize your point rather than gimmicks such as capitalization, underlining, italics, or boldface.
- * Attempt to minimize in-text references. Documentation is necessary in most scientific writing, but it should not distract readers from ideas.
- * Use the SI (metric) system for all weights and measures.

Manuscript Requirements

1. Accepted formats for text files:
 - a. Microsoft Word
 - b. WordPerfect
 - c. Text Only
2. PowerPoint files will not be accepted.
3. Double-space all copy, including tables, figure captions, and references. Put your title on a separate page and do not underline titles or subtitles.
4. If you have figure(s) with text, include all of the text used in the figure(s) at the end of the article. If you have table(s), include all of the text used in the table(s) at the end of the article.
5. Be sure all figures are camera-ready. (See Preparing Figure Artwork.)
6. Have all necessary permissions in writing. Include credits, if applicable. If photographing students, written permission is required. NABT has a downloadable form for this purpose.
7. Do not embed anything into your text (Word) file. Include all items as separate files.
8. Include your address(es), phone, e-mail, and fax numbers on the cover page only.
9. References should follow the guidelines in the Publication Manual of the American Psychological Association, 4th Ed. (2001).
10. Follow the guidelines in the Preparing Figure Artwork section.

Submission Guidelines

Authors may choose to submit their manuscripts electronically or by hard copy. We encourage e-mail submission as it is faster and saves paper. To submit electronically, send two e-mails: one with a cover letter identifying the manuscript and the other with no identifying cover letter/information so as to allow for the blind review process. If you have a large number of high resolution graphics, you may want to send a separate disk containing the graphics.

For Hard Copy

- * Use standard paper and the following page format: one side of 8 1/2 x 11 inch (22 x 28 cm) white bond,
- * leaving a 1 1/2 inch (4 cm) margin on all sides. This leaves room for editorial marks.
- * Present tables, graphs, and line drawings on separate sheets of paper at the end of the

manuscript.

- * Indicate placement of tables, photographs, and figures within the body of the manuscript. Key each illustration and photo on the back to its caption, but place all captions on a separate page at the end of the text file. Mark the tops of photos and figures.
- * Submit an original and four copies of your manuscript. In addition to submitting original artwork, it is permissible to include photocopies of artwork for the four reviewers' copies.
- * Include a disk containing a copy of your manuscript.

Editorial Procedures

- * We direct communications to the first author of multiple author articles.
- * At least three individuals review each article. This is a blind review process in which reviewers do not know the names of the author(s). Authors should put their names only on the title page.
- * Although we attempt to make decisions on articles as soon as possible after receipt, this can often take six to eight months. Articles not accepted are returned to their authors. If you submit hard copies of your manuscript, include 2 stamped, self-addressed envelopes and return postage with your article.
- * The editor submits accepted manuscripts to the national office for copy editing. There, the editorial staff will contact authors by phone or e-mail. We edit articles for both style and content, but the author is ultimately responsible for scientific and technical accuracy. Check it carefully before submitting your article. Page proofs will be sent to authors for a final review two weeks before publication.
- * We require biographical information (e.g., full name, title, school/organization) and contact information (e.g., postal address, phone, fax, e-mail) so we can send page proofs, a copyright release form, and reprint information before an article is published.
- * On the title page, provide each author's name, current position, mailing address, e-mail address, home and work telephone numbers, fax number, and a word count.
- * Authors receive one complimentary copy of the issue in which their article appears. Reprints may be ordered any time after publication.

Note: For non-members of NABT, there will be page charges of \$100 per journal page. There are no page charges for ABT manuscripts if all authors of the manuscript are members of NABT.

Mail submissions to:

NABT Publications Department • 703-264-9696
12030 Sunrise Valley Dr. #110 • Reston, VA 20191-3409

Thank you for your interest in *The American Biology Teacher*. We look forward to seeing your manuscript soon.

Ann Haley MacKenzie, Editor, mackenh@muohio.edu
Cheryl Merrill, Managing Editor, cmerrill@nabt.org
Kay Acevedo, Publications Assistant, kacevedo@nabt.org

Presenting at NSTA Conferences

Online session proposal form

Submissions are no longer being accepted for NSTA's 2007 national conference in St. Louis (March 29–April 1) or 2006 fall conferences in Omaha, Nebraska (October 19–21); Baltimore, Maryland (November 2–4); or Salt Lake City, Utah (December 7–9).

Submissions are now being accepted for NSTA's 2007 fall conferences in Detroit, Michigan (October 18–20); Denver, Colorado (November 8–10); and Birmingham, Alabama (December 6–8), and for NSTA's 2008 national conference in Boston, Massachusetts (March 27–30).

In order for NSTA to efficiently process the large volume of session proposals now received for the various conferences, all session proposals for NSTA conferences must be submitted online. No proposals will be accepted by mail, phone, or fax. Online submission ensures that the submission/review process is as speedy and error free as possible and allows NSTA to provide you with the very best service.

See Future Conferences for more details on upcoming conferences.

Conference Participation and Registration

All presenters and presiders at an NSTA conference must be registered.

Preparing and Submitting a Session Proposal

- * Go to the Online Proposal Submissions page (click on text above) and select the online session proposal form for the conference you wish to attend.

- * As you begin the submission process, you will be issued a program proposal ID number (at the top left of the screen). This number will be reaffirmed when you conclude your submission. When you have exited the online proposal system, you will receive an acknowledgment by e-mail (if you have provided an e-mail address) that will refer again to your assigned number. PLEASE HOLD ONTO YOUR ID NUMBER. You will need to refer to it if you have questions later about your submission or if you need to make corrections to it.

- * Fill out the form completely. If you do not provide certain requested information, your proposal will not be processed. Instead it is saved as "incomplete" and will not be considered. In particular, you MUST fill out the section related to safety (VIII. Safety); you MUST provide both a title and brief description of your proposal (III. Session Data); and you MUST provide an abstract and explain how your session addresses the National Science Education Standards (IX. Summary of Proposal).

- * Be sure to distinguish between your affiliation address (which will appear in the advance and final conference programs) and the address to which you want your confirmation and other correspondence sent. If you prefer that correspondence be sent to your home, you MUST specify this.

- * Provide information for additional presenters if applicable. You should provide COMPLETE contact information for co-presenters so that they can be mailed confirmations.

- * Provide presider information if you wish to name one, again providing complete contact information. Presiders are not required.

- * If your proposal can be assigned to one of the given conference strands, please specify. You do NOT need to identify a strand to submit a session.

- * Enter a session title and brief description. You MUST provide this information or your proposal will not be processed. Keep in mind that editors will use this description first when preparing the conference program, so make it attractive to conference attendees. The description should be as concise and informative as possible. Phrases such as "teachers can actively participate in this workshop to learn skills to take back to the classroom" do not provide the reviewer or conference participant with enough information to differentiate your workshop from other proposals. What kinds of activities? What will participants do exactly?

- * Select the type of session that best describes your presentation. NSTA sessions are of two major types: PRESENTATIONS and WORKSHOPS. Your proposal may also be submitted as a SHORT COURSE.

- o Presentations, 30 minutes or 60 minutes, offer an opportunity to share an innovative teaching idea or results of research, or to discuss a topic of general or specific interest. Presentations are set theater style (chairs only).

- o Workshops are 60-minute presentations that actively engage a limited number of participants in a hands-on activity. Workshops are set classroom style (with a limited number of tables as well as chairs).

- o Short courses address topics in more depth than regular sessions and generally last three-six hours. Space for short courses is very limited and if the program committee believes that your proposed short course would be more suitable as a regular session, they may schedule it as a session instead.

- * Select ONE (best) alternative for the science area covered by your session. Science area categories include earth/space science, biology/life science, chemistry/physical science,

physics/physical science, environmental science, or integrated/general. Although your session may apply to more than one area, only one can be listed in the program.

* Select the teaching level(s) of your intended audience, ranging from preschool through college and including informal education, supervisor/administration, and general. More than one field may be checked.

* Select ONE (best) national standards focus. Although your session may address more than one standard, only one can be listed in the program.

* Request needed audiovisual equipment. NSTA will automatically provide a lectern microphone in larger rooms (need determined by NSTA) and will provide ONE of the following if you request it on your original proposal form:

- o overhead projector, OR
- o 1/2" VHS with 25" monitor, OR
- o LCD projector (presenters must arrange for their own computers).

* Due to high rental fees, slide projectors, video projectors, computers, modems, phone lines, etc., cannot be provided by NSTA. Presenters may rent additional AV equipment at their own expense from the conference supplier indicated on the confirmation form.

* Indicate how many participants you wish to accommodate at your session (audience size), from 50 to 99 or over 100.

* Identify potential safety hazards associated with your presentation and INDICATE YOUR COMPLIANCE WITH NSTA SAFETY GUIDELINES. Even if your session does not involve any safety hazards whatsoever, it is the policy of NSTA that EACH PRESENTER, INCLUDING CO-PRESENTERS, must indicate compliance with NSTA safety guidelines in order to have his/her name listed in the conference program. Co-presenters can indicate compliance by signing and returning their confirmation letters.

* Finally, you MUST provide an abstract (150-200 words) detailing session content and activities and explain how your session will address the National Science Education Standards.

Commercial/Promotional Presentations

Your presentation may NOT promote a product, service, or organization in which you have a financial interest. Those wishing to do so must contact NSTA's Exhibits and Advertising Department to enter your session as an Exhibitor Workshop. For more information contact Jason Sheldrake at jsheldrake@nsta.org.

What Are the Criteria for Rating Proposals?

The program committee will be looking at the following:

- o Does the proposal clearly describe the session?
- o Is the information provided in the proposal complete?
- o Is the proposed session topic timely/appropriate?
- o Is the proposed session based upon recommended practices?
- o How does the proposed session address the National Science Education Standards?
- o If identified for a particular strand, does the proposed session address the corresponding criteria?

Reviewers will be looking through your whole proposal to check the completeness of the information provided but will focus on your 150-200 word summary to review its content.

TO BE CONSIDERED, SESSION PROPOSALS MUST BE RECEIVED BY THE DEADLINE. Due to space limitations, not all deserving proposals can be accommodated. Reviewers will prioritize proposals based on a balanced program (i.e., science disciplines and teaching levels) as well as the above criteria.

I Submitted My Session Proposal . . . Now What?

Your session proposal will go to the conference program committee for consideration. Composed of educators of all levels, the committee will review all proposals, determining which to include in the program. NSTA Headquarters will then notify you by mail of the decision regarding your proposal. If

your proposal was accepted, you and your co-presenters will each receive a confirmation letter giving the date, time, and place of your scheduled session.

I Received a Confirmation Form. What Should I Do Now?

Read the confirmation form carefully. Your name and affiliation will appear in the program as shown; are they correct? Are the names and affiliations of your co-presenters correct? Did we address your needs for audiovisual equipment correctly? Is your room set-up correct?

Check the facts. Will you be able to be there on the date shown? Are your co-presenters still intending to be there? Did they receive and sign confirmations of their own? Remember, only those presenters who have indicated compliance with NSTA safety guidelines--on either the original proposal or a confirmation form--can be listed in the final conference program.

If you need a letter to your administrator or supervisor to document your participation as a presenter, please fill out the appropriate section of your confirmation form and we'll send one.

Make any corrections as necessary, sign the form, and return it by the date specified.

Canceling Sessions

If you are canceling your session, the Conference Office needs to be informed as soon as possible so that your space can be assigned to someone else. Please e-mail Jo Neville at jneville@nsta.org.

Adding or Removing Presenters/Presiders

If you wish to add or remove a presenter or presider, please e-mail Jo Neville at jneville@nsta.org. Any new presenters will have to submit their names and contact information. They must also submit a signed safety form in order to be included in the final program. Safety guidelines and forms are available from the Conference Forms page.

I Did Not Receive a Response to My Proposal

If you did not receive a response either way from NSTA, there may have been a miscommunication or a problem with the mail. If there is any chance that you may not receive NSTA correspondence using your school or affiliation address, you should probably use your home as your mailing address.

If by the end of May you do not receive word from NSTA regarding your area conference session proposal, please e-mail our program manager Jo Neville at jneville@nsta.org to check its status.

Confirmations for national conferences are generally mailed in September/October. If you have not heard from NSTA by November 15, please contact Jo Neville at the above e-mail address.

How Will My Session Appear in the Program?

Scheduled sessions will appear in abbreviated form in the advance program, a tabloid mailed to members several months before the convention. The final program, distributed on site, includes a full description of each session and reflects the most recent information available as submitted on confirmation forms. The names of all presenters will be listed unless we have not received confirmations or safety compliances from them. If we receive no response from any of the presenters, your session will not appear in the program.

Presenters Check-In

After you have picked up your conference program, be sure to check in at the Presenters/Presiders Booth located in the Registration area to receive your Presenter or Presider ribbon(s).

Handouts and Copies

If you plan to distribute handouts at your session, we suggest that you make copies before you arrive in the conference city. Your confirmation form will indicate an estimate of the audience size. Handout copy services are sometimes provided at national conferences. Presenters will be informed of such copy services prior to the conference.

Setting Up

If your audiovisual needs were confirmed, then your room should be set up for you when your session begins. Presenters will also have some time prior to the session to set up additional materials. If you would like to send any presentation materials in advance, check with your hotel--most hotels have holding areas and will store your shipped items for a few days before you arrive.