

## Preparing an article for submission

### ***Essentials to help you get your article ready for submission:***

*Approach:* The article should aim to benefit STEM practitioners, for example by sharing ideas, knowledge or reflecting on practice. Some articles may issue a respectful, well-balanced challenge to the status quo. Articles should not sound like an advert for authors or their organisations, nor should articles read as a rant.

*The style:* STEM Bulletin follows a magazine style approach and we do not generally publish overly academic articles, but we have done and will do if appropriate. Articles should be easily accessible to read, including brief explanations (where necessary) for lesser known technical or academic terms. Bulletin articles are generally written as though they have been put together by a team, rather than an individual. Thus, they use 'we' rather than 'I'. For example:

*Whilst preparing our Bulletin article on Tracker – a truly superb open source motion analysis program - we were reminded of other great free or open source Apps...*

*Article length:* Articles are usually between 500 and 2000 words, this allows us to publish a variety of topics per issue. Don't limit chances of getting published by sending an article which is too long.

*Article exclusivity:* It is expected that articles submitted to STEM Bulletin have not been published elsewhere. If you wish to submit an article that has been, or expected to be published elsewhere, for example if it is important safety information, or the article featured in a publication not viewed by the mainstream STEM Bulletin readership, please get in touch. If an article is about the implementation or development of an activity created by a third party, the article should clearly acknowledge this. Once published in STEM Bulletin, an article should not be published elsewhere in the same format without consent from SSERC.

*Extra requests:* All activities should be fully risk-assessed and any control measures should be consistent with SSERC guidance.

### ***References***

Although STEM bulletin follows a magazine approach, articles often include references to support discussion, or to share useful resources with readers. References should be numbered at the end of the relevant sentence (1) with full details of author, journal/publication, date, page number or image reference (etc) listed at the end of the article. Some examples of how we reference:

- R.B.N. Prasad, *Encyclopedia of Food Sciences and Nutrition* (2<sup>nd</sup> Edition), 2003, pages 6071-6079.
- Ian J. Burton, *Journal of Biological Education*, (1999) 33(2).
- <https://www.sserc.org.uk/subject-areas/physics/physics-higher/tracker-easymotion-analysis-and-more/>

Please do not use footnotes for your references as we need to be able to easily edit and transfer your work between different files.

We don't give long urls in the body of an article. They are referred to as references e.g.

*Visit the Rollapp website [4]*

Then, at the end of the article,

[4] <https://www.rollapp.com/app/tracker> (accessed November 2020)

### **Author profile and image requirements**

Each author should send a high-resolution JPEG profile image and up to 100 words profiling yourself, your work and your organisation. Profiles can be as serious, amusing or ironic as you feel best fits the article, though remember your profile will be preserved with your article in the STEM Bulletin archive.

Ideally high-resolution JPEG images should be supplied with your article. More technical 'how to...' articles might have between 8-10 images to help guide the reader through. Other articles may have between 2-8 images- some of which may be tables, charts or drawings as well as photographs. Let us know when you submit your article if you haven't got any images; not having images may delay the review and publication process. We need to know who has copyright for the images you send us and if people have given their permission for images to be taken and used in publications (not specifically for STEM Bulletin).

SSERC reserves the right to use photographs submitted for STEM Bulletin in other SSERC publications, communications, such as website, social media, newsletters, promotional literature and other publications. Where possible we will attribute the image copyright owner.

### **Submitting your article**

Send your article (with references) and author profile in an unformatted word document to [bulletin@sserc.scot](mailto:bulletin@sserc.scot) Please proof check your article and also make sure your text has two spaces after full stops and one space after commas.

Title your email subject with STEM Bulletin submission/ Author name/ article title. If you have images, send a PDF to show their position against the text. This will help with the editing process.

Send high resolution images (photographs, diagrams etc.) and your author profile image to [bulletin@sserc.scot](mailto:bulletin@sserc.scot) including the title of your article.

### **Publication process and operational information**

STEM Bulletin is not-for-profit and operates with a minimal staff resource. We do not pay for content, and the bulletin is edited and designed in-house on a cost covering basis.

We will not accept articles which are designed to promote the sale of commercial products or services; we have paid advertising space opportunities available for this purpose.

The magazine is published on a triannual basis to coincide with schools terms. See below for academic year 2021/22 publication schedule. Though you can submit an article at anytime, issue submission deadlines are 12 weeks in advance of publication date. Articles are selected, edited and published over a yearly cycle so we can ensure a variety of content per issue.

<b>Copy and Production Schedule for academic session 2021/22 STEM Bulletin</b>			
Issue	Issue no	Article received	Publication
August 21	274	28 <sup>th</sup> May 2021	20 <sup>th</sup> August 2021

Submitting an article to SSERC STEM Bulletin. Aug 21

January 22	275	29 <sup>th</sup> October 2021	21 <sup>st</sup> January 2022
April 22	276	28 <sup>th</sup> January 2022	22 <sup>nd</sup> April 2022

<b>Copy and Production Schedule for academic session 2021/22 Early Years and Primary STEM Bulletin</b>			
Issue	Issue no	Article received	Publication
September 21	92	1 <sup>st</sup> July 2021	17 <sup>th</sup> September 2021
February 22	93	19 <sup>th</sup> November 2021	18 <sup>th</sup> February 2022
May 22	94	25 <sup>th</sup> February 2022	20 <sup>th</sup> May 2022

The editorship is a part time role, and so, although you will receive an acknowledgement when we receive your email, it may be a number of weeks before it is reviewed.

Sometimes the editor will reply with questions or guidance to support the development of your article, and sometimes the editor will introduce an author to another member of the SSERC team. This is when, for example, we consider the article to be a really strong good practice story, which only needs a little bit of development to really bring it to life. Part of the editorial process may involve SSERC trying out any practical activities to verify that they are safe and effective and so may delay publication.

Not all articles will be printed, and the editor cannot provide individual feedback on why an article is not printed. Articles which don't meet the guidelines will not be printed.

Authors will receive notification as to which edition of the STEM Bulletin their article has will be published .

If you feel your article has been unfairly treated, email your comments to [bulletin@sserc.scot](mailto:bulletin@sserc.scot) and marked '*for the attention of the managing editor*'