

Guidelines for Authors
August 8, 2007; Revised June 30, 2008
Center for Sustainable Engineering Electronic Library

The Center for Sustainable Engineering (CSE) maintains an open access electronic library of peer-reviewed educational materials. These materials are designed primarily for use by instructors of engineering courses or instructors of general education courses that fall within the broad domain of engineering. All instructors of courses that cover engineering decisions to promote sustainability are invited to submit modules to the library. Potential authors are encouraged to read recently published modules in the CSE collection to see examples. These modules are available via a link to the National Engineering Education Delivery System (NEEDS) at <http://www.engineeringpathway.com> by clicking on “Advanced Search” and then “Higher Ed” and finally “Selected Collections” with a checkmark in the box for Center for Sustainable Engineering Electronic Library.

Structure of a Module: Modules are intended to be valuable resources for instructors of courses at the college or graduate level. As such, they are expected to include appreciable content about one or more topics related to sustainable engineering. Modules should include a general introduction with references as a background to the topic; a detailed technical discussion which constitutes the body of the module and may include figures, tables, and equations in addition to text; a complete bibliography of references cited in the module; and possibly illustrative example problems with solutions worked out. Homework problems, class project descriptions, datasets, visual aids such as powerpoint slides, and other materials are also welcome as supporting documents but do not constitute a module by themselves. Solutions should be provided to all problems. If visual aids are included, slide notes or captions for each image should be provided. Authors may also submit an “Instructor’s Guide” containing suggestions for the way the material can be taught, special features of the module, and any information that may help an instructor make maximum use of the module in the classroom. There are no page limits for modules, but authors are encouraged to write concisely. Modules that are wordy will be returned to the author for revision.

References: No specific reference format is required. However, authors are encouraged to use the formats described in the American Chemical Society’s Style Guide (*The ACS Style Guide*: <http://pubs.acs.org/books/references.shtml>)

Copyrighted material: Modules must be free of copyrighted material, or the authors must obtain permission to use copyrighted material that is included. As an open-access site, the library does not seek copyright assignment from the authors.

Review: To maintain the highest quality of materials in the CSE Library, all modules will be reviewed based on their technical content, relevance to sustainability issues, appropriateness for the intended audience, clarity and originality, length, and comprehensiveness/coverage. After an initial screening by the editors, modules will be sent to independent reviewers for evaluation. Taking into consideration the recommendations of reviewers, the editors will determine whether the module is to be added to the CSE library. Revisions may be required in some cases.

Indexing: Modules in the library will be indexed by author, affiliated institution, sustainability topics, engineering topics, subdiscipline of engineering, and year of college for the intended audience.

Three Steps to Submit a Module:

STEP 1. Complete the [Module Submission Form](#) (as a Word document). The form includes two sections. Section A requests the following information:

- The title of the module
- The names, addresses, phone numbers and email addresses of all authors
- The discipline(s) of engineering represented by the module
- The class(es) of the intended audience: freshman, sophomore, junior, senior, and/or graduate
- A few words about the prerequisite knowledge needed by students to understand the module
- A list of keywords, and
- A short statement of the learning objectives of the module.

Section B requests an abstract of the module which should be roughly 100-200 words. An example of a completed Module Submission Form can be found at [Sample Module Submission Form](#).

STEP 2. Go to the website <http://mstracker.com> and select “Submit Manuscript” at the bottom of the page. You will then be given a choice of publications, and you should select “Center for Sustainable Engineering Educational Modules” and click “Submit”. Follow the instructions which appear next to enter the title of the module and the name and email address of the corresponding author, and then upload your module to the website. Also follow the instructions to copy Section A from your Module Submission Form into the “Cover letter” box on the website, and to copy Section B into the “Abstract” box. Click “Submit” when finished.

STEP 3. Check if you have received email confirmation of receipt of your module. Contact one of the editors of the CSE Electronic Library at <http://mstracker.com> if you do not receive confirmation.

Peer reviewers will be asked to perform their task expeditiously to prevent long delays. Accordingly, if you are asked to perform a review of a module, please do so promptly! Remember, this is YOUR website. Help us to make it as useful as possible!