Notes for contributors

School Science Review is a journal for those teaching science to students aged 11–19 and all those interested in this aspect of education. Whilst most readers are teachers in schools and colleges a significant number of teacher educators and education researchers also read the journal. SSR is distributed world-wide.

The Editor is pleased to receive articles for all sections of SSR and to offer help and advice to new authors.

Submitting papers

All contributions must be addressed to the Editor, School Science Review, The Association for Science Education, College Lane, Hatfield, Herts AL10 9AA (tel. 01707 283000), and include both the school or business and the home address and telephone/Fax/e-mail numbers. Authors are advised to keep copies of their contributions.

All articles submitted to SSR are acknowledged and sent to referees for comment on content, relevance, and style. In the light of these comments the Editor will then accept, reject, or return the article with suggestions for modification. Articles submitted to SSR should not be simultaneously submitted elsewhere.

Authors should ensure that they obtain permission for the use of any material for which the copyright is held by a third party. This permission should be obtained before the article is submitted.

Once an article is accepted for publication the Editor will be pleased to receive the article on disk where possible.

Editorial procedure

Once accepted, articles will be subedited for clarity and brought into line with SSR’s style. The author’s approval will be sought for any major alterations. In due course, authors will receive page proofs to check. No changes to content can be made at this stage.

Presentation of manuscripts

The following notes are provided to help both authors and ourselves in the refereeing and editorial procedure. Anyone having difficulty in interpreting all the guidelines should contact the Editor for advice.

All contributions must be in English and should be as succinct as possible. Authors should emphasise the level at which their article is aimed. Major articles should generally be no longer than 4000 words and Science notes no more than 2000 words. The number of words used should be given at the end of the article. Three copies of the article and illustrations should be submitted.

The article should be presented on A4 bond paper printed on one side only, using double line spacing throughout (including references) with adequate margins.

The first page of the article should include:
(a) An explanatory title, being as short as possible but clearly indicating the contents of the article.
(b) Author(s) name(s)
(c) In not more than 30 words, a brief description of the article to attract the reader’s attention.
(d) An abstract of not more than 100 words including two or three key words encapsulating the article.

Pages should be numbered.

At the end of the article a note of the position held by the author(s), brief relevant biographical details if desired, and full postal address(es) including post code, should be given.

More detailed points of style

Readability

SSR has an international readership and this should be borne in mind when writing. Inessential technical terms should be avoided and acronyms spelt out when first used. When mentioning particular curricula, examinations, school grades, etc., the country and age and ability range being referred to should be specified.

Use devices such as subheadings, ‘bullets’ and ‘boxes’ (e.g. for background information) to help break up your text and make it more accessible.

Using quotations/excerpts

All quoted material should read exactly as in the original. Please check such quotes carefully and include full details of the source in the reference. Avoid ‘second-hand’ quotes as they are often inaccurate.
Units, symbols and nomenclature

The International System of Units (SI) should be used throughout. Symbols, abbreviations and nomenclature should follow *Signs, symbols and systematics* (ASE, 1995).

Tables

Tables should be numbered consecutively, Table 1, Table 2, etc. Each table, with its heading and any footnotes, should be typed on a separate sheet of paper and its approximate position in the manuscript indicated by a marginal note. The table caption or heading should be self-explanatory. When typing tables, they should be set out as far as possible in the style of the journal.

References

The number of references at the end of an article should be kept to a minimum; for most articles we would not expect more than ten references. Only sources actually referred to in the text, and which are publicly available, should be cited. Please refer to a recent copy (No. 283 onwards) for style, which is outlined below.

References in the text should be given as follows: ‘Brown and Smith (1990)’ or ‘(Brown and Smith, 1990)’. Where a source has three authors, all their names should be given when reference is first made in the text, thus: ‘(Brown, Smith and Jones, 1990)’, but subsequently simply ‘(Brown *et al.*, 1990)’ is sufficient. Sources with more than three authors should be cited as ‘(Brown *et al.*, 1990)’ in the first reference also.

When an author has two or more publications in one year the references should be distinguished by referring to ‘Brown (1990a)’ and ‘Brown (1990b)’, etc. Where more than one reference is given at the same point in the text, they should be listed chronologically.

References at the end of the article should be listed alphabetically by the names of the first authors and should include the author’s initials and the full title of the article or book. Titles of journals must be given in full and underlined, followed by the volume number and the first and last page numbers in full. Some journals start numbering the pages from one in each issue; in such cases the issue number must be given in parentheses after the volume number.

References to papers in journals should be in the following style:


References to books and monographs should include author or editor, year of publication (in parentheses), title of book (underlined), edition, chapter and/or page reference (if desired), town of publication, and publisher, in that order. For example:


References to sources

All source references (for materials, visual aids, etc.) should be checked personally by the author to ensure that they are up to date. Full addresses including post codes should be given.

Illustrations

Line drawings and photographs should be numbered consecutively. Each drawing should be on a separate sheet with the author’s name and the figure number lightly pencilled on the back of the sheet.

Photographs should be similarly marked on the back with the top of the photograph indicated.

Figure captions and photograph captions should be typed in numerical order at the end of the article, and the approximate position of each noted in the text.

Photographs

Glossy, unmounted, high-contrast black and white prints should ideally be provided, but good quality colour prints are also acceptable. A drawing is preferable to a poor quality photograph. Any lettering required should be on a transparent overlay. Where possible, the insertion of a scale on the photograph is preferable to a statement of magnification in the caption.

Colour photographs for possible cover use are very welcome. These should be sent as transparencies. Prints and transparencies sent to *SSR* are at owner’s risk and neither the ASE nor its agents accept any liability for loss or damage.

Safety

When writing for *SSR*, if any practical activities are described, contributors should:

1. Identify all hazards (e.g. **CORROSIVE, RISK OF ELECTRIC SHOCK, BIOHAZARD**...).
2. Specify appropriate safety precautions (e.g. fume cupboard, not suitable for students below the sixth form, ...).
3 Check that the procedures are, as far as possible, in accordance with commonly adopted general risk assessments. Reference can be made to the following publications:

*Hazards* (CLEAPSS, 1995)
*Topics in safety*, 2nd edn (ASE, 1988)
*Microbiology: an HMI guide for schools and FE* (HMSO, 1990)
*Safeguards in the school laboratory*, 10th edn (ASE, 1996)
*Hazardous chemicals: a manual for schools and colleges* (SSERC/Oliver & Boyd, 1979)
*Be safe! Some aspects of safety in school science and technology for key stages 1 and 2*, 2nd edn (ASE, 1990)
*Safety in Science Education* (DFEE, 1996)

4 Draw attention to the need for any COSHH risk assessment, indicating whether a special assessment is likely to be necessary. COSHH risk assessments are necessary for all activities involving microorganisms, and for all chemicals (whether used or made in the activity) classed as IRITANT, HARMFUL, TOXIC, VERY TOXIC or CORROSIVE. Although not strictly necessary, it is our policy also to include OXIDISING, FLAMMABLE, EXPLOSIVE and RADIOACTIVE substances. The classification of some chemicals may be unexpected, and should always be checked, for example by reference to a good up-to-date catalogue, such as that of BDH. Authors wanting some indication of the likely acceptability of a novel activity should refer to *Preparing COSHH risk assessments for project work in schools* (SSERC, 1991).

5 Remind readers that if pupils are involved in project work or open-ended investigations, the teacher must always check their plans before practical activities can begin.

6 You must carry out risk assessments on practical work that you are describing, and should indicate the level of student for which it is intended, e.g. ‘Year 9’ or ‘Sixth form’ (see Safety note p. 6).

### Copyright

1 The copyright of any article published in *School Science Review* is held by the author with the exception of diagrammatic material which has been redrawn by our artist, for which the author and the Association for Science Education jointly hold the rights.

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3 Science teachers’ associations which are members of the International Council of Associations for Science Education (ICASE) may reproduce articles from *SSR* in their own journals without prior permission, but the Association does expect to receive a copy of the issue containing the article.

4 Individuals and organisations, other than those mentioned above, wishing to reproduce any article or part of an article must contact the Editor at ASE Headquarters in the first instance.

### Reprints

Six offprints are sent out free to authors of major articles and science notes, although more may be purchased if ordered at the time the page proofs are corrected.

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