

Initial Submission Checklist

* required

Information student authors should provide to adult submitting manuscript on their behalf.

1. Information to Consider Before Submitting

- a. The work submitted is:
 - i. Original
 - ii. Not previously published in any other journal
 - iii. Only submitted to JEI at this time for consideration (manuscripts should not be submitted to multiple journals at the same time)
- b. An adult is submitting the manuscript on behalf of the student author(s)
- c. All authors have read the manuscript and approved it in its current form

2. Files

- a. *Manuscript File -- word doc
- b. *Figures -- .tiff/.jpg/.png
- c. Other -- Human/Animal Subject approval forms

3. General Information

- a. *Region of Origin
- b. Classifications
 - i. *Primary (must pick at least one of the following)
Biology, Clinical/Health Sciences, Environmental Science, Chemistry, Physics, Social Sciences, Mathematics, Engineering
 - ii. Secondary and Tertiary can be found on EM

4. Additional Information

- a. *One sentence stating hypothesis of work
- b. How did you hear about JEI

5. Comments

- a. How did you become interested in this project?
- b. Did you find anything interesting?
- c. Was there anything difficult you weren't expecting?

6. Manuscript Data

- a. *Title
- b. *Abstract
- c. *Keywords
 - i. Min of 3, max of 8
- d. Authors
 - i. *Given and Last Name
 - ii. *Position (i.e. Student, teacher, parent, etc.)
 - iii. *Institution (i.e. name of school or company)
 1. If the institution does not appear in the drop-down list, just keep typing until you have the full name in. Only institutions we have previously received submission from will show up in the drop-down list.
 - iv. E-mail
 1. Required for corresponding (adult) author, but if provided for students they will be cc'd on all editorial correspondence as well.

Revision Submission Checklist

* required

Information student authors should provide to adult submitting manuscript on their behalf.

1. ***Cover Letter**
 - a. Students should use the editor's letter as a template.
 - b. Respond individually to each point, especially if disagree with or did not understand the comment.
2. ***Revised Manuscript File** -- word doc
 - a. It is very helpful to our editorial team if you name your file with your submission and revision number (i.e. JEI-21-014_R1)
3. ***Figures** -- .tiff/.jpg/.png
 - a. Again, naming figure files with your submission and figure number is very helpful to our proofing editors (i.e. JEI-21-014_Fig1)
4. Other -- Human/Animal Subject approval forms (if not originally submitted)