

CEE Guidelines for Final Manuscripts

I. Include author biosketches as a separate pdf. Goal is a maximum of 100 words per biosketch and a maximum of 400 words for multiple biosketches. If there are three or fewer authors also include photographs of each author.

II. All equations that are set apart should have a unique identifying number. The use of (2a), (2b) and so forth is acceptable. CEE prefers that equations be typed with MathType if possible.

III. The electronic edition of CEE is in color, and the print edition is published in black and white. The same pdf is used for both editions; thus, check that all figures are clear in both grey- scale as well as color. Send a separate pdf for each figure. If a figure is divided into three parts there should be three separate pdfs. The figure captions are NOT part of the figures (see item IV). Do not draw a box around figures. Do not refer to items on the figures by color – use other identifying symbols.

IV. Send separate text only files as both pdf and Word documents. In addition to text, these files should include the figure captions and references. Make the caption as follows “**Figure 1. Caption is in Italics.**”

V. Table titles are part of the table. The title should be printed above the table as, “**TABLE 3 Title of table.**” Send in a separate Word file for each table. Do not draw a box around the entire table including title.

VI. A signed copyright form is required for publication. Either print the form, sign, scan and e- mail to CEE@che.ufl.edu or add an electronic signature and e-mail.

VII. List references sequentially in the order they are cited in the paper. Citation numbers are in brackets and are superscripts.

VIII. Reference formatting. Although some variation in reference formatting may be necessary, please use the following preferred CEE referencing standards as much as possible:

1. CEE lists the last name of each author, places initials after the authors’ names, does not include a comma after the last name of author, and does not put periods after the authors’ initials.
2. If there are two authors place the word “and” after the initials of the 1st author with no punctuation after the initials.
3. If there are three or more authors place a comma after the initials of authors until you reach the next to last author. Place the word “and” after the initials of the next to last author.
4. The year of publication in parenthesis is placed after the initials of the last author with no punctuation before or after the parenthesis.
5. If there are ten or fewer authors do not use *et al.* List all authors. If there are more than ten authors list the first author followed by *et al.* (date) [the period before (“ is required since *al.* is an abbreviation].
6. There are no quotation marks around the titles of papers. Place a period after the title.
7. Titles of presentations and articles should not have every word capitalized - use normal capitalization rules. These titles are not Italic.
8. Abbreviated titles of journals are in italics and there is no punctuation after the title unless a period is required for an abbreviated word. After the journal title list: “volume number (issue number): starting page – ending page.” (for example, 53(1): 45-51.) If the DOI is known list the DOI last. Do not make the volume number, issue number or pages Italic or bold.
9. If the abbreviated title of the journal will probably not be understood by most readers, give the full title of the journal instead.
10. For conference proceedings follow the rules for journal articles consistent with items 1 to 7 above. If the proceedings is available on the Internet give the URL, preferably for the paper not the entire proceedings (see examples).
11. Titles of books and reports should have most words capitalized, but not prepositions. Place a period after the title.
12. Usually only a few pages or one chapter of a book or a long report is pertinent. In this case list pertinent pages or chapter after the title followed by a comma.
13. For an edited book with chapters written by different authors list the author(s) of the chapter you are citing, the year of publication, and the chapter title consistent with items 1 to 7 above. After the chapter title, give the names of editor(s) consistent with items 1 – 3 and 5. After the initials of the last editor, place “(eds.)” followed by the book title (item 11), followed by the word “chapter” and the chapter number, followed by a comma.
14. For books give the name of the publisher followed by a comma then publisher’s city and state or country followed by a period.

15. For web sites in addition to title, organization and other identifying information, give the URL and list the date accessed (for example, accessed February 3, 2019).
16. For patents list the authors, date, and title following items 1 to 7 except because the complete date is useful in searching for patents the date should include month, day of the month and year. After the title list the country issuing the patent and the patent number both in Italics.

EXAMPLES

Journal article (multiple authors): Wagner JE, Parrish WR and Bullard LG (2019) What students and faculty should know about professional licensure. *Chem. Eng. Ed.* 53(1): 42-44.

Note: The abbreviation *Chem. Eng. Ed.* is preferred to *CEE* since the reference will be acceptable in other journals.

Conference presentation: Harrell GK, McPeak AN and Ford Versypt AN (2017) A pharmacokinetic simulation-based module to introduce mass balances and chemical engineering design concepts to engineering freshmen. *Proceedings ASEE Annual Conference*, available at <https://peer.asee.org/27493>

Note: Abbreviations of ASEE and AIChE are preferred. Do not list the city of ASEE conferences since the year is all that is needed to find the paper on the web. For international conferences the city is often helpful to find proceedings.

Book: Finlayson BA (2014) *Introduction to Chemical Engineering Computing*. 2nd ed. John Wiley & Sons, Hoboken, NJ.

Web site: ABET, Engineering Accreditation Commission (2018) Criteria for accrediting engineering programs, 2019-2020. <https://www.abet.org/accreditation/accreditation-criteria/criteria-for-accrediting-engineering-programs-2019-2020/> accessed February 6, 2019.

Note: ABET is now the organization's official name. Because web sites often change, the date accessed can be useful to determine which version of a web site is referred to.

Patent: Crawford DB, O'Connor TM and Tarakad RR (Feb. 23, 1988) Method for partial condensation of hydrocarbon gas mixtures. *U. S. Patent 4,726,826*. □

PHIL WANKAT AND LISA BULLARD, FEBRUARY 2019