

Practical Idea Writing Guidance

The table below shows you the key elements that should be included in your article to ensure that it fits the *SSR in Practice* article format.

Your submitted article should be sent as a word document with images included in context in the article AND as separate jpeg files. Please use the sub-headings from the left-hand column of the table.

Your article will be typeset, so your word document will not reflect the final layout.

The maximum word count for practical idea articles is 900, including the 30-word introductory text (see below). *SSR in Practice* operates on a two-page format for articles, so run-over is not possible.

You will also be provided with an example article and the *SSR in Practice* 'Journey from idea to publication' graphic, so that you are aware of the stages from here to publication.

Title	Maximum ten words
Author name, Author Biography, Author email and Twitter	<p>Please provide:</p> <ul style="list-style-type: none"> • A good quality headshot (sent as a separate jpeg file) • A short biography in the format '[Name] is [role] at [institution] and also [any ASE role].' • Email address for publication (or an organisation email) • X (formerly known as Twitter) handles of author (or organisation) if you wish these to be published. <p>Please make clear the contact email for our production team to use to get back in touch with you at the proof stage.</p>
Introductory text	Format: '[Author name(s)] describes/shows/explains/other verb how...' Maximum 15 words
Introduction	<p>Introduce the practical idea.</p> <p>If this is an alternative method, state what the benefits are (in terms of obtaining results or explaining a concept more clearly). If it is a completely novel practical, explain the inspiration for creating it and what benefits that it brings.</p> <p>Please note that you may also wish to include brief teaching ideas here, e.g. suggestion of how to use the experiment effectively in class to support learning. This could include general curriculum/topic links. 1 short paragraph</p>
Equipment list per group (and safety information)	<p>Bulleted list of equipment/chemicals needed by each group of students.</p> <p>Safety: Please note that there should be no separate Health and Safety section. Warnings should be included where needed and may be</p>

	<p>repeated (including in the method and Technician tips).</p> <p>Write hazard warnings in square brackets with the hazard category in small capitals. Please include concentrations of any solutions. Include eye protection if necessary. E.g. '100 cm³ acidified potassium manganate (VII) solution of about 0.0003 mol dm⁻³ [WARNING irritating to eyes and skin]'</p>
Method	<p>A numbered list of instructions.</p> <ul style="list-style-type: none"> • Start with the disclaimer: 'You may need to adapt the guidance here for local circumstances, ensuring that you comply with your employer's model risk assessments and policies.' • Make Step 1 (if appropriate): 'Wear eye protection throughout the practical and when clearing up.' • Add numbered steps that would enable a teacher or capable student to complete the practical successfully. • Add photograph of the set-up if possible.
Sample results	<p>Add a small example table of results, if appropriate, or description, or photograph of expected observation.</p>
Technician tips	<p>2-3 bullet points</p> <p>Advice for technicians (or a teacher) that will make the practical work effectively. This is a good place to include things discovered when trialling or improving a practical. Please use the passive voice (e.g. 'It is helpful if the rhubarb is prepared' rather than 'I find it helps if you prepare the rhubarb...').</p>
Going further	<p>Add details of any variation on the practical, or notes about the approach (e.g. microscale). This section may be omitted if the maximum word count has already been reached.</p>
References and useful links (optional)	<p>These are not expected but, if the author has been informed by their own reading, this is the place to record the reference. References should be limited to a maximum of three, where possible.</p> <p>Include any useful links for a teacher or technician. If an external source (e.g. RSC) has been used as the main inspiration for the practical, this MUST be acknowledged here.</p>
Acknowledgement of contributing technician/teacher	<p>Please writing acknowledgements in the format:</p> <p>'The author would like to thank [NAME], [ROLE] at [INSTITUTION] for ...'</p> <p>If the article has been co-authored, please inform the Editor.</p>

<p>Images</p>	<p>Please supply good quality jpeg images sent as separate files – if these are pupils’ work, please refer to school policies for permission to use.</p> <p>For any other images not originated or owned by the author, written permission to use such images should be obtained by the author from the original source and such permissions passed on to the Editors along with the article. Alternatively, if the author believes the image to be Creative Commons with appropriate usage, details of the Creative Commons license should be provided for the Editors along with the required attribution.</p> <p>Identify where the images will go in the text using square brackets. Please provide a caption, e.g. [INSERT Figure 1. An example of a completed word map].</p> <p>Please then place the image within the text for the benefit of our reviewers.</p> <p>Please also supply good quality jpeg images sent as separate files. These are needed by the production team.</p> <p>Note that all figures need to be referred to within your main text. Figures should be labelled in the order in which they appear within your text (i.e. Figure 1, Figure 2, Figure 3).</p>
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