

About CourseSource

CourseSource was developed in response to a recommendation in the 2011 report *Vision and Change in Undergraduate Biology Education*. CourseSource publishes original, peer-reviewed biology teaching and learning resources that:

- Incorporate student-centered, evidence-based pedagogy
- Focus on professional society-developed learning goals and objectives
- Are organized and formatted so that transfer and use in other classrooms is easily done
- Do not require data supporting the efficacy of the materials themselves

Why Publish in CourseSource?

CourseSource will provide authors with the opportunity to publish teaching materials in a high-quality format that documents their scholarly teaching efforts, accomplishments and innovations. Authors will retain copyright to their materials, through a [Creative Commons Attribution NonCommercial 4.0 International License](#), and will pay no page charges.

Publication Criteria for Publishing Partner Articles in CourseSource

To provide educators with learning objective-focused teaching materials, CourseSource includes synopses of and links to teaching materials published in other open access journals or websites. We refer articles that are searchable in CourseSource but published elsewhere as Partner Articles. To be eligible for publication, the published materials related to the Partner Article must include a sufficiently complete description that another person could replicate the lesson, lab, activity, etc. If the author(s) desire, CourseSource could publish supplemental materials, such as presentation slides and rubrics, that are not copyrighted elsewhere on the CourseSource website. Thus, materials that facilitate adoption and replication are readily available to a reader who wishes to use the Partner Article.

Authors who wish to submit a CourseSource Partner Article will provide:

- Author information
- A Primary Image to illustrate the article
- CourseSource metadata explaining the teaching resource
- An abstract (or synopsis of the resource with a link to the published article containing the abstract)
- Learning goals and objectives of the teaching resource
- Scientific Teaching Strategies related to the teaching resource, including a description of how the resource implements inclusive teaching approaches, active learning, and assessment that is aligned with the learning objectives

Editorial Policies

Informed Consent: The use of human subjects or other animals for research purposes is regulated by the federal government and individual institutions. Manuscripts containing information related

to human or animal research will not be considered unless they clearly state that the research has complied with all relevant federal and institutional policies.

Funding and Competing Interests: Conflict of interest exists when an author, reviewer or editor has financial, personal or professional relationships that could inappropriately bias or compromise his or her actions. Presence of absence of perceived conflicts must be addressed with a Conflict of Interest Notification statement on the manuscript's title page. Sources of outside support for the creation of the resource must be named in the contributed manuscript.

Authorship: All authors should have contributed directly to, been involved in drafting and revising, and approve the final article.

Style Guidelines: *CourseSource* follows the style guidelines of the *Council of Science Editors (CSE) Style Manual*. Reference list formatting follows the guidelines of the American Society for Microbiology (ASM) citation style.

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Editorial Review Procedure: All *CourseSource* Partner Articles are subject to editorial review. Authors submit their manuscripts through the online system at <http://coursesource.msubmit.net/>. Upon submission, the article goes through an initial quality check by the managing editor or Editor-in-Chief to ensure that the article fits within the scope of *CourseSource* and has all required elements. After passing the initial check, the article is evaluated by the *CourseSource* editor-in-chief who will assess the submission and determine whether it will be accepted, with or without revisions, or rejected. The corresponding author can usually expect an initial response within two weeks.

Online Submission Procedure

All *CourseSource* submissions will be made through the online submission and peer-review site <http://coursesource.msubmit.net/>.

- 1. Create a user account:** To register a brand new account, click the "New Users: Please Register Here" link on the home page. You will be asked to enter your Last Name, Email address, and Telephone Number so that the system may first determine if an account already exists for you. If the system determines you already have an account, your login name and a new, temporary password will be automatically emailed to you. If you need further assistance, please contact *CourseSource* Staff directly.

If the system does not find an existing account in the database, you will be directed to the registration screen where you can enter in your personal information and choose a login

name and password. You may log in immediately after creating your new account. You will also receive an email with your selected login information.

2. **Preparing to submit:** Collect the following information before submission to aid in the process:
 - a. Author Information:
 - i. First and Last names (All Authors)
 - ii. Institutions (All Authors)
 - iii. Job Titles (All Authors)
 - iv. Postal Address (Corresponding Author)
 - v. Work Telephone Numbers (Corresponding Author)
 - vi. Email Addresses (All Authors)
 - b. Manuscript Title
 - c. Manuscript Abstract or Synopsis with a Link to the Original Article Abstract
3. **Submission process:** There are four steps to the submission process: Files, Manuscript Information, Validate and Submit.
 - a. Files
 - i. **Primary image** to be used to illustrate the article on the *CourseSource* website (provided as TIFF or EPS images at a minimum resolution of 300 dpi. For a tutorial on converting PowerPoint files using Adobe Illustrator, please visit http://art.cadmus.com/da/howto/creating_ai_eps_excell.jsp. Another useful tutorial on creating EPS and TIFF files can be found at <http://art.cadmus.com/da/index.jsp>. To check the quality of digital art files for successful publication, please use the Rapid Inspector tool at <http://rapidinspector.cadmus.com/RapidInspector?zmw/index.jsp>.
 - ii. **Partner Article File** containing learning objectives and scientific teaching descriptions (see template)
 - iii. **Supplementary Files** that the authors wish to be made available on the *CourseSource* Webpage for the Partner Article. **Rich Media:** Rich media files such as videos, audio clips, animations, slideshows and interactive diagrams should be submitted as AVI, WMV, MOV, MP4 or H264 files. If a desired file type is not included here, please email coursesourceeditor@gmail.com
 - b. Manuscript Information: This step will solicit the below listed information from the authors:
 - i. Title and Abstract
 - ii. Author Information
 - iii. Metadata: a strong advantage of *CourseSource* is the ability to search for and filter articles by a plethora of criteria. The majority of criteria are assigned to each article at this point in the submission process.
 - c. Validate: This step will go over and ask for approval for all the files and information gathered for the submission.
 - d. Submit: This is the final step of the submission process where the manuscript is first reviewed for any missing information and then officially submitted to *CourseSource*.