

TECHNOLOGY AND ENGINEERING EDUCATION

Publication Checklist

To move forward with production and ensure timely inclusion in an upcoming issue, please review and complete the following publication requirements.

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- ☐ Submit a completed [copyright transfer agreement](#) **signed by all authors**
- ☐ It is acceptable to submit multiple separate forms

AUTHOR INFORMATION - FOR EACH AUTHOR

- ☐ Headshot: high-resolution JPEG or PNG
- ☐ Brief (1- to 2-sentence) bio: include role, affiliation, and email contact

IMAGES & FIGURES

- ☐ Submit all images as **separate high-resolution image files**
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- ☐ Provide a separate list of figure captions and photo/image credits if applicable

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If your article includes third-party content (images, charts, etc.):

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FINAL AUTHOR CONFIRMATION

Please confirm:

- ☐ The final manuscript has been **accepted** and has all suggestions resolved
- ☐ The **order of authors** is correct as it should appear in the publication
- ☐ Each author's **title, affiliation, and email** are accurate

Submission Instructions

Please upload all materials (including this checklist) via Scholastica. Questions can be addressed to kdelapaz@iteea.org.