

Technology reviews should be fair, objective, accurate, and sensitive. The following guidelines were developed to assist in writing the reviews.

1. Provide a general description of the software or hardware you are evaluating, explaining its purpose and noting its intended user.
2. Make a statement about the quality and usability of the product. If you have encountered any problems or bugs, explain the quality and type of support you received from the software or hardware vendor.
3. Evaluate the software/hardware based on the following questions.
  - How well has the product performed to its specifications?
  - What is the learning curve?
  - What, if any, difficulties have you encountered using the product?
  - Have you experienced any unexpected results, either positive or negative?
  - What are the minimum system requirements (memory, disk space, processor speed, peripheral equipment needed) to run this product?
4. Consider the CCE's readership.
  - College faculty and administrators
  - General readers who are computer literate, but not "techie"
5. Conclude with a summary statement of your assessment in terms of productivity, quality and value.

## Format

- Double space the manuscript.
- Reviews should be between 1000–1500 words in length.
- Attach an electronic copy to your email or send the manuscript on a 3.5" floppy disk.
- With the review, please send the name of the reviewer, title, affiliation, email and postal addresses.

The editors may make grammatical and stylistic changes and will forward page proofs for author review prior to publication.

Please direct any questions to:

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