Teaching Resources and Innovations Library for Sociology

TRAILS Resource Submission Instructions

BACKGROUND INFORMATION

You must be an ASA member, or a non-member TRAILS subscriber, to submit to TRAILS.

Resources submitted to TRAILS are evaluated based on the following criteria:

TRAILS Acceptance Criteria-Syllabi Only
TRAILS Acceptance Criteria for High School Resources
TRAILS Acceptance Criteria-All Other Resources
Best practices in the Scholarship of Teaching and Learning

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it being presented to another journal for consideration (or an explanation has been provided in Comments to the Editor).
- Submission files associated with activities or assignments are combined into a single pdf when possible. The submission file sizes are not greater than 4MB. The submission file types are one of the accepted file types: jpg, png, jpeg, gif, doc, docx, pdf, xls, xlsx, mpg, mpeg, avi, rtf, mov, txt, ppt, pptx, mp3, odt, ods, and odp.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.
- We recommend you compose your abstract, learning goals, goals assessment, and usage notes off-line in text-only format, and then cut and paste into the submission forms. This will prevent you losing work if the system times out due to several minutes of inactivity.

Submitting a resource to TRAILS is a five-step process. You may save your submission part way through the process and complete it later.

TO SUBMIT A NEW OR ADAPTED RESOURCE

Step 1: Start

- Read and acknowledge the Submission Requirements by checking each box.
- Add any comments you have for the TRAILS editor in the "Comments for the Editor" field. You might think of this as an informal "cover letter" for the submission.
- Read and acknowledge the TRAILS Author Agreement by checking the box.
- Click "Save and Continue."

Step 2: Upload Submission Files

There are three tabs on the "Upload Submission File" window. You will start with the first tab, "Upload File." Click on the down arrow to select the resource component type you want to upload. Multiple files can be associated with a single resource. Except for the thumbnail image, we encourage you to combine files into a single PDF whenever possible and logical. This makes it easier for users to download published resources. Maximum file size is 4MB. Acceptable file types include jpg, png, jpeg, gif, doc, docx, pdf, xls, xlsx, mpg, mpeg, avi, rtf, mov, txt, ppt, pptx, mp3.

Once you have selected a resource component type, upload the file to TRAILS. You can do this by dragging and dropping, or by browsing and selecting the file. Once the file is uploaded, a green check will appear next to the file name. If you need to replace the file with a different file, click "Change File," otherwise click "Continue." You will then be moved to the "review details" tab, where you can ensure you have uploaded the correct file and edit the name of the file. This will only edit the name of the file as it appears in your upload to the TRAILS system, it will not edit the name of the file as saved on your local device. (We recommend using descriptive file names. For example, a file might be named "Smith Lecture and Assignment.pdf.") Next, click "Continue." You will then be moved to the "confirm" tab, where you can add additional files if needed. Click "Complete" and you will be taken back to the Upload Submission tab where you can click "Save and Continue." You must click save in order to save the documents you attached.

Note that all resources must have a thumbnail image. Thumbnails should be sized to 100x100 pixels before upload. Choose simple, clear images that will work well at that size. Be sure that you do not violate copyright or trademark rights with any image you use. There are a variety of sources for royalty-free and public domain images on the internet. Click on the TRAILS "About" tab and then "Help" for a list of sources of royalty-free images.

Step 3: Enter Metadata Data

In this step you will enter the information that is used to catalog, search, and display TRAILS resources. The metadata includes the following fields:

- Prefix. If your title begins with words like "A, The, or An," list that word as a prefix.
- Title of the resource. This is your main title. If you want a subtitle, add it in the next field.
- Abstract. Approximately the first 50 words of an abstract appear on the Resource Details page. The full abstract will appear on the Resource Cover Page. Maximum length is 2000 characters, including spaces. This translates to between 290 and 500 words.

- List of Authors. Your name will automatically appear in the list of contributors. Click "Add Contributor" to include additional contributors. Be sure to indicate who will serve as the primary contact by checking the box next to their name.
- Keywords. TRAILS has a powerful search engine that examines the text of resources and all the associated metadata. By adding 4-6 keywords, you add additional weight to certain words, helping your resource come up higher on a results list when users are searching with those terms.
- Select whether you are submitting a new resource or adapting an existing resource. An adapted resource is one that builds upon or enhances an existing TRAILS resource.
- Resource Type(s). A single submission may include more than one resource type. For example, a submission may include a PowerPoint lecture and a related assignment.
- Subject Area(s). Selecting the subject area(s) covered in this submission will help assure that your resource is directed to a member of the editorial board who is familiar with that specialized content. It will also increase the chance that users who are interested in the specialized area(s) will be able to find your resource.
- Class Level(s). Select the appropriate levels, from advanced graduate course to high school.
- Class Size: Select the optimal class size for use of this resource, including small, medium, large, or any size.
- Learning Goals. Up to 255 characters. Add goals by clicking "Add a Learning Goal," typing the goal, and clicking "Save." You know the goal has been added when you see it listed and see a pop-up notification, "Learning goal added successfully." To add more goals, click "Add a Learning Goal" and repeat the process. You may edit or delete a goal by clicking the blue arrow next to it and selecting "Edit" or "Delete." You may change the order of the goals by clicking "Order" and dragging the goal up or down the list, then clicking "Done." **TIP**: The most helpful goals are brief, specific, and answer the question "What new knowledge, ability, or attitude will students gain as a result of this resource?" Approximately 50 words of each learning goal will be visible on the Resource Details page; the full text will appear on the Resource Cover Page.
- Goals Assessments. Up to 255 characters. Add assessments by clicking "Add a Goal Assessment," typing the goal assessment and clicking "Save." You know the goal has been added when you see it listed and see a pop-up notification, "Successfully added Goal Assessment." To add more goals assessments, click "Add a Goal Assessment" and repeat the process. You may edit or delete an assessment by clicking the blue arrow next to it and selecting "Edit" or "Delete." You may change the order of the goals assessments by clicking "Order" and dragging the goal up or down the list, then clicking "Done." **Tip:** The most helpful assessments are brief, specific, and answer the question "How will students demonstrate this new knowledge, ability, or attitude?" The word "assessment" is used here in the broadest sense and could include things as simple as a show of hands in response to a carefully worded question or as complex as a semester-long project in a capstone course. Note that approximately 50 words will be visible on the Resource Details page; the full text will appear on the Resource Cover Page.
- Usage Notes: Up to 2,000 characters. Usage notes are the place where authors can provide additional documentation that will help users bring the resource into their own classes. For example, usage notes can be used to explain where, when, and how the resource could best be used, as well as to share tips or warnings about possible pitfalls. Note that approximately 50

words will be visible on the Resource Details page; the full text will appear on the Resource Cover Page.

After entering all required metadata, you must click "Save and Continue."

<u>**Step 4: Confirmation**</u>

Your resource and all its data have been uploaded. At this point you may go back to review or adjust any of the information you have entered before continuing. **Your submission is not complete until you click "Finish Submission."** Once you click "Finish Submission," you will be asked to confirm if you are ready to submit the resource to the resource library. If so, click "OK." If not, click "Cancel" and make the necessary corrections before submitting.

<u>**Step 5: Next Steps**</u>

Congratulations! Your resource has been submitted. You will receive an email confirmation. From this point you may review the submission, create a new submission, or return to your dashboard (where you can track your submission).

After submission, your resource will be reviewed by two members of the TRAILS editorial board and the TRAILS editor. The review process may take four to six weeks to complete. The editorial board has full discretion to interpret the acceptance criteria in making their decisions.

You can check the status of your submission by logging in to TRAILS and navigating to your My TRAILS page.

We encourage you to save all your documents on your own computer, including original and revised submissions, until the full TRAILS review process is complete.