trails | **Teaching Resources and Innovations Library for Sociology**

Instructions for Resource Submission

Important Note: 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. During the submission process, you are required to type in meta data fields, in addition to uploading your resource documents. It is crucial to take precaution and have all information saved because TRAILS will log you out after several minutes of inactivity and you will lose your work. We also encourage you to save all your documents on your own computer, including original and revised resources until the full TRAILS review process is complete.

Submitting a resource to TRAILS is a six-step process. *Please note that partial submissions cannot be saved and edited later.*

Before starting a submission, we recommend that you explore the TRAILS Resource Submission Wizard and its help links to familiarize yourself with the required fields. You must be an ASA member or TRAILS subscriber in order to access the TRAILS Submission Wizard

Once a resource is submitted, it is reviewed by two editors. The review process may take up to four weeks to complete. Criteria for acceptance are available under "Helpful Links" at the top of the Resource Submission Instructions page on TRAILS; editors have full discretion to interpret the criteria in making their decisions. You can check the status of your submission by logging on to your My TRAILS page.

Below is a list of fields you will need to complete during the submission process. Required fields are marked with an asterisk.

- ***New or Adapted?** If you are submitting an adaptation of another resource that is published in TRAILS, you will need the title of the original resource your adaptation is based upon. Type the first few words of the title in the "Select the Associated Resource" field to jump to the title you need.
- ***Title.**

Thumbnail image. Thumbnails are 100x100 pixels. Choose 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.

- o PhotoGraphic Libraries has a good listing of public domain image sources. (http://www.photographiclibraries.com/index.php?c=10)

- o Many Flickr users have chosen to offer their work under a Creative Commons license, and you can browse or search through content under each type of license. (https://www.flickr.com/creativecommons)
- ***Abstract.** Up to 2000 characters. Note that in the resource details view, only the first 250 words of the abstract will be visible. The full text will appear on the resource cover page.
- ***Resource type.** Select from drop-down menu.
- ***Author(s) and institutions (s).**
- ***Subject area.** Select from drop-down menu.
- ***Class level.** Select from drop-down menu.
- ***Class size.** Select from drop-down menu.
- **Language.** Select from drop-down menu.
- **Learning goals.** Up to 255 characters. 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?" Note that in resource details view, only the first 50 words of each goal will be visible. The full text will appear on the resource cover page.
- **Goals assessment.** Up to 255 characters. For each learning goal, 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 a 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. By providing goals for their resources, authors help other users understand the purpose of the resource. By providing assessments related to those goals, authors help other users gather evidence concerning the effectiveness of that resource within the users' institutional contexts. Note that in resource details view, only the first 50 words of each assessment will be visible. The full text will appear on the resource cover page.
- **Usage notes.** Up to 2000 characters. Use this space for tips or suggestions for the people who will be using your resource in their classes. Include information on the time frame required when using the resource. For example, if the resource is a syllabus, is it for a semester-long course or a quarter-long course? If the resource is a class activity, how much class time is needed to complete the activity? Note that in resource details view, only the first 50 words of the usage notes will be visible. The full text will appear on the resource cover page.
- **Key words.** Up to 500 characters. Key words help users find your resource.   Use spaces, commas, or semicolons to separate key words in this field.
- **Files for upload**. Multiple files can be associated with a single resource. We encourage files associated with activities or assignments be combined into a single pdf. 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

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Read the Author Agreement carefully before submitting resources to TRAILS. All persons who publish in TRAILS are required to abide by ASA guidelines and ethics codes regarding plagiarism and other ethical issues.