

## Guidelines for Authors (Contributors)

ITAA members may submit teaching materials that have been developed for and delivered in textile and apparel courses at a post-secondary institution. Materials cannot be published elsewhere and the author(s) must be the developer(s) of the submitted materials. Materials should be submitted to the ITAA Executive Director at executive\_director@itaaonline.org according to submission guidelines below. Submissions are double-blind reviewed under the supervision of the Teaching Collection Editor.

### Submission guidelines

All submissions must be in PDF format. Prepare two files, as follows:

**File 1** - Title page with submission title, author name(s), institutional affiliation, program, keywords and contact information. Name this file following this format: Track Code\_Author Last Name\_TchColl\_File1. (See below for track codes.) For example the file for a submission by Mary Smith to the Product Development & Technical Design track would be named as PDT\_Smith\_TchColl\_File1.

Follow this format for the title page:

This Is the Title of the Submission

Author Name(s), Some University, USA

Author Program Name

Keywords: list three keywords

Lead author email address

**File 2** – One file in pdf format that includes all information as outlined below with NO identifiable author information to ensure blind review. Name this file following this format: Track Code\_Author Last Name\_TchColl\_File2. Due to space limitations on the ITAA web site, this file may NOT exceed 10MG. If applicable, authors are encouraged to include links to external web sites where large files such as student assignment examples can be found.

Submission of teaching materials (File 2) for review should include the following:

- Title page which includes title of the submission and keywords ONLY.
- Abstract (maximum 150 words)
- Project description, including:
  - An introduction explaining:
    - course(s) for which this activity is appropriate and where course(s) fits in the curriculum
    - instructor and students' knowledge/skills required to complete activity
    - recommended format (in-class or homework activity, individual or group-based, online activity, etc.)
  - Detailed description of the activity including:
    - learning objectives

- directions and resources needed to complete the activity
- evaluation process
- Conclusion explaining:
  - how long the author has used the activity in the course
  - changes that have been made to the activity (if any) and rationale
  - student learning outcome(s) (students' quotes or reflections about the activity are recommended)
  - recommendations/advantages/disadvantages of using this activity

*Note: File 2 materials must not contain any information that identifies the author(s).*

Save File 1 and File 2 in one folder. Name the folder as follows: Track Code\_ Author\_TchColl\_Submission (e.g. PDT\_Smith\_TchColl\_Submission). Send the folder as a zip/compressed file attached to an email to the ITAA Executive Director at executive\_director@itaaonline.org. Include a statement in the email identifying the title, track, corresponding author and indicating that it is a submission for consideration to the ITAA Teaching Collection.

Submissions will be reviewed in the next review cycle following receipt. Submitted materials that do not follow the format outlined above will not be reviewed and will be returned to authors.

### **Tracks/Track Codes**

Product Development & Technical Design (PDT)  
 Aesthetics & Creative Design (ACD)  
 Retailing & Merchandising (RMG)  
 Visual Merchandising & Promotion (VMP)  
 Marketing & Branding (MKB)  
 Consumer Behavior (CB)  
 Entrepreneurship (ENT)  
 Textile/Apparel Industries (TAI)  
 Sustainability & Social Responsibility (SSR)  
 History & Culture (HSC)  
 Social Psychology of Dress (SPD)  
 Textile Science (TXS)  
 Study Abroad & Field Trips (SAF)  
 Professional Development & Internships (PDI)