A resource guide for contributors to Teachit sites

First of all, thank you!

We really appreciate the fact that you'd like to submit your resources to Teachit's sites. The hard work of creative teachers like you is what makes the sites so invaluable.

Before you start submitting, please take a few moments to study this guide. Following these guidelines will help the submission process go as quickly and smoothly as possible.

Contents

A. General advice on resources

We're after your best ideas – those resources that you have used successfully with your own classes and that you believe other teachers will find useful.

Don't worry if you aren't very confident with your formatting skills – we'll format your resources anyway, so the plainer the better! The only real rule is that we need your resources in an editable (MS Office) format.

Having said that, it would be really helpful if you could bear in mind the following guidelines:

1. **Amount of detail**

    Simple ideas are often extremely effective, but many resources we receive need more substance (perhaps in the form of additional ideas or more advice) in order to be suitable for publication.
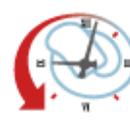
2. **Presentation and teaching notes**

    Resources need to be clearly presented for others. We're unlikely to accept materials which would need a lot of reworking before they could be used by other teachers. We welcome a page of simple teaching notes with guidelines on timing and managing activities.

3. **Answers**

    Please include teachers' answers to tasks wherever necessary – don't forget that the resource may be used by a non-specialist in a cover lesson.

4. **Sources of information**

    Information included in a resource must be the result of genuine research (i.e. synthesised from several reliable sources). Please check this is the case and acknowledge your sources where applicable.

English   Maths   Science   Languages   Geography   History   Primary

5. **Accuracy**

   It helps no end if all work submitted is accurate – please check for factual errors and typos!

6. **Exam preparation**

   If a resource is designed for a particular exam, please give details. Double-check your resource against the specification to ensure any information given about the exam is accurate and up-to-date.

7. **Interactive versions**

   We have a wide range of tools and templates for making interactive versions of paper-based activities. We like to publish both versions, so that teachers have a choice. As a published contributor, you can make your own interactive versions and submit them via our online form. If you don't feel confident doing this, just tell us your idea for an interactive version and if we decide to publish it, we can create it for you.

B. Advice on resources for specific sites

Teachit English, Teachit Primary, Teachit Languages

Literary texts

If your resource is based on a literary text, please include page numbers (or, for plays, act, scene, and line numbers) alongside quotations. Please double-check your quotations against the text for accuracy. When you submit your resource, let us know which edition of the text you have used.

Audio/video resources

If you're interested in submitting your own audio/video recordings, please contact us first, as the people being recorded will need to complete a consent form. We will provide this for you, along with a few simple dos and don'ts. Also, if you'd like to write lessons around audio/video recordings, please get in touch.

Teachit History, Teachit Geography, Teachit Science

If your resource is based on sources or data, please say where that information comes from. For field trip ideas / practicals, please include health and safety notes for teachers.

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C. Copyright guidelines

We have to be very careful about copyright. Although you're entitled to use some copyright texts and images within your own resources for your own teaching, different rules apply when it comes to publishing them. Here are some helpful tips:

Copyright regulations for texts

- A text remains in copyright for 70 years following the author's death.
- Short extracts or separate quotations from books still in copyright may be published so long as they don't represent a 'substantial part' of the whole text.

Copyright regulations for images

- The copyright for most images belongs either to the artist/photographer or to the gallery/museum which holds the image. The availability of an image on the internet does not necessarily mean that it is copyright free!
- Graphs and diagrams are also likely to be copyright.
- Material from feature films and TV programmes (extracts and stills) may not be used without the consent of the producer, the distributors and often the 'stars'.
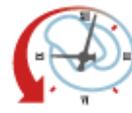
Keeping clear of copyright restrictions

If your resource depends on a bit of text or an image, there are various approaches you can take:

References

You could simply to refer to the text, picture, advert, film or TV programme. When referring to books, please be precise about the edition used and relevant page numbers. When referring to films, please give scene numbers, timings etc.

Your own images

We love getting resources from you which include your own photographs/illustrations/diagrams. Just remember to tell us they're yours so that we don't replace them with something else!

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Obtaining permission

Copyright holders tend to look kindly on individual teachers and will often grant permission free of charge – so it's well worth asking. The way you ask can be kept very simple:

> I am a teacher from *xxx* school/college in *xxx.* I would like to use the enclosed image / text from *xxx* on resources I am producing in preparation for *xxx*. [*Include more information on how the resource will help students, if appropriate*.]

> I would also like to make the resources I produce available on www.teachit*xxx*, a website which enables teachers to share the resources they produce, and it is mainly for this reason that I am seeking permission. I would, of course, credit *xxx* as copyright holder.

If and when you obtain written permission, please forward it to us, stating clearly which resource it applies to.

If the copyright holder wants to charge you for the use, please don't pay! Forward the reply to us and we'll decide whether or not to go ahead with the material you've used.

Acknowledging sources

It's essential that you acknowledge all the sources you've used within your resources (including, where relevant, the name of the copyright holder and the year of publication). If you've adapted your resource from another source, please let us know about this too.

Contact us

Thank you for reading these guidelines – and thank you in advance for sharing your resources!

If you have any questions which we haven't answered here, please email contribute@teachit.co.uk

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