

ITAA Teaching Collection

Guidelines for Authors (Contributors):

ITAA members can submit teaching materials, which they have developed and have been using in their courses. The materials cannot be published anywhere else and the contributor(s) has to be the author(s) of the submitted materials.

Materials should be submitted to the Editor of the ITAA Teaching Collection, Dr. Leigh Southward at csouthwa@uark.edu. The Editor will forward submission to the appropriate track chairs (see 14 tracks in the table below). Track Chairs will remove all identifiable information (authors' names and affiliated institution) and forward the submitted materials to be blindly reviewed by two reviewers. All submitted materials are reviewed anonymously. **Submissions dates: February 1, 2013, May 1, 2013, August 1, 2013 and November 1, 2013**

What should be submitted?

All submissions must be in PDF format. Make sure to have two files:

1. File 1 - Title page with authors names and institution(s) name
2. File 2 - File that includes all teaching materials as outlined below with NO identifiable information for authors to ensure blind review.

Submissions of teaching materials for review should include the following:

- Title page with the author(s) names, institution, and department/program name. Include contact information of the lead author.
- A description of project (assignment, learning activities, etc.)
- All materials for administering the activity: handouts, quiz keys, references, instructor's guides, grading rubrics (as appropriate)
- An introduction explaining:
 - what course(s) this activity is appropriate for, where this 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.)
- A conclusion explaining:
 - How long the author has used the activity in the course
 - What changes were done (if any) and why
 - What are major students learning outcome(s) (students' quotes or reflections about the activity are recommended)
 - What are the advantages/disadvantages of using this activity

Note: due to limit of space on the ITAA web site, submitted materials should NOT include pictures (e.g., examples of student work) as it will increase the size of the submission when posted online. If applicable, authors are encouraged to include links of external web sites where illustration of assignments can be found.

Submitted materials that did not follow the format outlined above will be returned to authors.

Review process

- Submissions dates: February 1, 2013, May 1, 2013, August 1, 2013 and November 1, 2013
- Authors submit PDF file(s) of teaching materials for review to the Editor of the ITAA Teaching Collection, Dr. Leigh Southward at csouthwa@uark.edu . (refer to “Guidelines for Authors” file) in one of the 14 appropriate tracks (see below)
- The Editor of the Collection (current chair of TIR Committee) receives materials submitted and sends them to Track Chairs (1 week).
- Track Chairs: tracks correspond to ITAA proposals for Annual Conference. Track chairs remove all identifiable information and forward materials to two reviewers. (1 week)
- Reviewers will be ITAA members who will follow guidelines developed by the Teaching Innovations and Resources (TIR) Committee and approved by the Council (refer to “Guidelines for Reviewers” file)—2 weeks. Reviewers send their recommendations to the Track Chairs.
- Track Chairs review recommendations from reviewers and make final decisions on rejecting or accepting the teaching materials into “ITAA Teaching Collection.” Track Chairs forward final decisions to the Editor of the Collection. (1 week)
- The Editor notifies the authors of the decision and posts accepted materials on ITAA web site (1 week)

ITAA Teaching Collection: Tracks

#	Track
1	Product development & Technical design
2	Aesthetics & Creative design
3	Retailing & Merchandising
4	Visual merchandising & Promotion
5	Marketing & Branding
6	Consumer Behavior
7	Entrepreneurship
8	Textile and apparel industries and trade / Sourcing
9	Sustainability and social responsibility
10	History and culture
11	Social psychology of dress
12	Textile science
13	Study abroad / field trips
14	Professional development (incl. internship & pre-internship courses)