

Guidelines for Submitting Your Course or Program to the Education Abroad Teaching and Learning Toolbox

Submission Types

The two following types of submissions are welcome for consideration for publication in the TLT.

1. Program Model: Submissions under this type provide an overview of the study abroad program and highlight key features thereof. They are aligned with the criteria for [The Forum on Education Abroad's Excellence in Curriculum Award](#) and must therefore include both of the following components:

1.1. Reflective Essay, which can range from approximately 500 to 1,500 words.

1.2. Course/Program Artifacts:

- Each of the following artifacts is required: syllabus, signature assignment, and schedule.
- More artifacts can be submitted, e.g., sample student products, assessments, author developed rubric, or other artifacts. These are optional.
- There is no word limit on artifacts; however, please see further below in the Content Guidelines for an important note on the use of figures, graphics, illustrations, images, and tables.

NOTE: If individuals/groups wish to have their Program Model submissions considered for [The Forum on Education Abroad's Excellence in Curriculum Award](#), they must, in addition to submitting the two Program Model components listed above, complete the [Course Profile Form](#) and indicate their interest in the Award by ticking the corresponding box on page 4 of the Form. Either way, they are encouraged to consult the guidance in the hyperlinked webpage as they prepare their Program Model submissions.

2. Case Study: Author(s) making submissions under this type document a single program/course in detail and examine it using pertinent frameworks, theories, and/or assessment evidence leading to new insights. A Case Study submission is a reflective exercise to illustrate use of evidence-based practices, to share novel

approaches, and to evidence scholarly teaching in action. Submissions under this type should fulfil the criteria [outlined here](#) be considered, and they should range between 5,000 and 7,000 words in length, exclusive of references and figures. Exceptions may be considered; however, manuscripts longer than 10,000 words must clearly warrant the additional space.

Reflective Essay Instructions

Instructions specific to writing the Reflective Essay for Program Model submissions and Award nominations can be found on [the relevant *Frontiers* webpage](#).

Further Guidelines to Authors of TLT Submissions

The following guidelines must be followed in making submissions to the TLT. Authors are encouraged to consult the Program Models or the Case Study included in [this inaugural issue](#) as examples to guide their work on their submission to the TLT.

Author Information: All TLT submissions must include the first and last names, institutional/organizational affiliations, and short (75-word) biographies of all co-authors. Contact information, especially an email address, must be provided for at least the first or corresponding author as identified. This information should be included in the online submission form.

Anonymity: The title, abstract, keywords, and corresponding author name and email should be included on the first page of the uploaded document only. *There should be no identifying information related to the author(s) or institution(s) involved in the work included in the body of the manuscript or in the metadata of the submitted file ([click here](#) to learn how to remove identifying metadata).*

Authorial Voice: We welcome TLT submissions written with various authorial identities and narrative practices, e.g., using third- vs. first-person or passive vs. active voice. Authors are advised to be both intentional in establishing their authorial identity and consistent in applying their narrative practices. For more information, please see [Frontiers' policy on voice](#).

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Format: TLT submissions must be submitted in an editable Word (or compatible) format. Authors must adhere to the following minimum format requirements:

- Times New Roman should be used, at a size of 12 pt.
- Title should appear in bold.
- Headings should be italicized and numbered (e.g., 2., 2.1., 2.1.1.).
- DO NOT use style sheets or other advanced formatting options.
- Double-spacing should be used throughout TLT submissions.
- Page numbers should be used.

Style

- All in-text citations and references must be in correct [APA](#).
- The reference list must include Digital Object Identifiers (DOIs) for all digital content for which they are available.
- A quick and useful reference guide to APA style is available [here](#).

Tables, figures, and illustrations: All tables, figures, illustrations, etc., should be included within the same document as the text of the manuscript. Tables and figures should be provided in editable formats (i.e., do not “paste as image”). Images should be JPG or GIF files. Please label all tables, figures, and illustrations and include them within the manuscript at the approximate location where each such material should be placed. DO NOT upload tables, figures and illustrations as separate files.

Exception: Syllabi, sample assignments, and related program/course artifacts included in Program Model submissions follow all the conventions above except for their location in the manuscript. These should be submitted as supplemental materials and cited clearly in the manuscript.