

### Structure of the Resource

Please include a summary/abstract of not more than 120 words. We would also ask you to add 3 or 4 bullet points at the end of the resource under the heading “Challenges for ITE”, which would act as a discussion starter. The resource itself should be structured as you wish, normally as a main document with separate supporting documents if required.

### Copyright Issues

It is your responsibility to determine whether you have the legal right to use materials that you submit to our site. If you do not hold the copyright you **must** indicate this and provide written evidence of your permission from the copyright-holder to include the materials on the site.

### Tagging Resources

Resources on the site will be ‘tagged’ to ensure that they are easily found. When submitting your resource please indicate suitable tags. You can suggest multiple tags.

**Main category tags** (please select one or more of the following 4 options):  
Primary ITE, Secondary ITE, National Initiatives, Articles

**Resource subject tags** (example list):  
Singing, Mentoring, QTS, KS3 Curriculum, Inclusion, Citizenship, Musical Futures, Music Manifesto, KS2 CPD, Formative Assessment, Informal Pedagogy, Sing Up, Behaviour 4 Learning, etc.

Please indicate at least one ‘main category’ and at least one ‘subject category’.

### Text

Formatting should be as simple as possible. Different fonts and heading styles, for example, will have to be removed from any submission.

#### *Do*

- Use the default font and size on your computer
- Indicate headings and sub-headings simply, using paragraph spacing and bold text
- Use bold and italics for emphasis
- Include bullet points, numbering and indented text (using the Increase Indent tool), where required
- Provide website addresses, where relevant, by copying the address from the relevant web page and pasting it into the text.
- Send the file as a DOC or RTF file

#### *Don't*

- No double spacing
- No tabbing or spaces to indent text
- No heading styles, no UPPERCASE for titles
- No underlined text (as this is used online to indicate links)

## **Images**

Please try to include at least one relevant image with your resource. Images should be sent as separate image files, not just inserted into a document. Do not try to reduce image size before sending, as it is much easier for us to optimise a high quality image than to try to improve a low quality one.

### *Do*

- If relevant, indicate within the text where the image is to go
- Provide a separate image file for each image referred to in your resource
- Images should be jpg, but if you only have the image in another file format, then send it anyway
- Images should be as high quality as possible
- Where a photograph contains images of people, ensure that you have written permission for the individuals concerned and enclose that with your submission (If the subjects are children a signed release from a parent or guardian must be included for each child visible in the photograph)
- If the image is not your own, enclose written permission from the copyright holder(s)
- Indicate clearly if a credit for the photographer is required

### *Don't*

- Don't compress the image by changing its size or resolution before sending
- Don't modify the image contrast/brightness etc
- Don't crop the image (instead indicate the area of the photograph that you require)
- Don't submit any images if you are unsure of copyright status, provenance or whether the subjects have given permission for the image to be used on the web.

## **Video Clips**

### *Do*

- Common video file types, such as AVI, MOV, and MPG are all acceptable
- Where a video clip contains images of people, ensure that you have written permission for the individuals concerned and enclose that with your submission (If the subjects are children a signed release from a parent or guardian must be included for each child visible in the photograph)
- If the video clip is not your own, enclose written permission from the copyright holder(s)
- Indicate clearly if a credit for the author of the video clip is required

### *Don't*

- Don't submit any video clips if you are unsure of copyright status, provenance or whether the subjects have given permission for the video clip to be used on the web

### **Audio Clips**

*Do*

- Common audio file types, such as MP3, WAV and MIDI are all acceptable – MP3 is preferred (high quality MP3s where possible, 192kbps or higher for music files, 96kps for speech)
- If the audio clip is not your own, enclose written permission from the copyright holder(s)
- Indicate clearly if a credit for the author of the audio clip is required

*Don't*

- Don't submit any audio clips if you are unsure of copyright status or provenance

### **Staff and Other Notation**

*Do*

- Sibelius/Scorch, Word, RTF, PDF or image files are all acceptable
- If the staff/notation is not your own, enclose written permission from the copyright holder(s)
- Indicate clearly if a credit for the author of the staff/notation is required

*Don't*

- Don't submit any staff/notation if you are unsure of copyright status or provenance

### **Personal Biography**

Please include a short (120 words max) biography and a head and shoulders photograph (optional). Please also indicate whether you wish your email address to be made available to site users.

### **Sending Resources**

*Do*

- Send files electronically by email, if possible, otherwise on a CD or DVD.

*Don't*

- Send anything on paper that isn't duplicated electronically

If you have queries about any of the technical aspects of the above, please email Jo King [jo@sojomedial.com](mailto:jo@sojomedial.com)