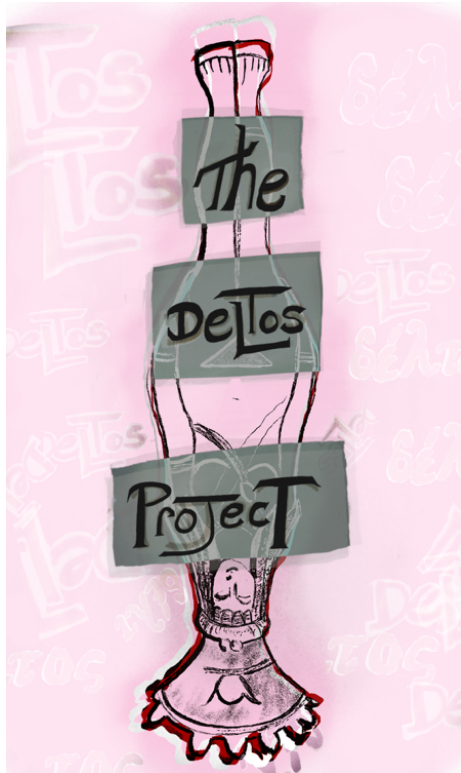


HOW TO CONTRIBUTE A DELTOS PROJECT MODULE

Thank you for creating a Module for the Deltos Project! This PDF offers a downloadable rubric for how to prepare materials for upload via the Module Submission Form.



CONTENTS CHECKLIST:

REQUIRED

- Title
- Displayed Author's Name(s)
- Module Type
- Thumbnail Image
- Introduction
- Framing Discussion
- Primary Sources

OPTIONAL

- Secondary Sources
- Resources (Slides, Workshops, etc.)
- Additional Content

PREPARATION RECOMMENDATIONS:

- Be ready with all of your content, including images with captions, Zipped files, and comments for the text boxes, prior to beginning your upload: The form doesn't allow submissions to be saved in process.
- Create a folder to organize your materials prior to beginning the submission process.
- Write up the text for your module on an editable document with simple formatting before pasting it into the form.
- Download, caption, and check that all images are reduced to under 2MB, prior to beginning the submission process.
- Prepare PDFs of activities and Zip all Slides. Give your files clear, simple names.

NOTES ON MODULE DEVELOPMENT AND SUBMISSION

The form begins by asking for your **contact information**. We will use this to communicate with you about your module. You will have another opportunity to identify yourself (and others) as the module author(s) or to choose to remain anonymous.

Each module begins with a **title**, **thumbnail image**, **author's name**, a brief **introduction**, and a module **type**, which will represent the module on the "**Explore our Module's Page**."

- The **title** needs to be short and simple (try for five words or less).
- The **thumbnail image** will be the front page of your module on the site. It can be something fun, a signature image for your module, rather than an element of the module's content. The 50-word or less introduction briefly summarizes the contents of the module.
- Please assign your module a **type** from one of eight primary categories: Archaeology, Culture, History, Literature, Pedagogy, Theory, Reception, and Multidisciplinary. Don't worry if none feels perfect for your module. These categories are one way that we organize our site content for users, but they are not meant to be definitional.

Next, you will be prompted to enter a concise **framing discussion**. Here, please offer a guide to the module's subject matter, content, and aims. How might an instructor fit this module into their course?

In the next two fields on the submission form, you can enter **primary** and **secondary sources** as copied-and-pasted text, uploaded images with captions (up to four), and/or as links to external sites. Please provide working links to open access material wherever possible.

Though not required, we believe that the **resources**, including slides, activities, and instructor's notes, that you share out will be the key content of the Deltos Project. Here, you are invited to offer others what's working for you as a scholar and educator in easily usable format. Please zip your files. You can learn how on a Mac [here](#), or on Windows [here](#).

After we receive your module, our editorial team will review it within 3-4 weeks. We will lightly edit your module for formatting. If we see the need for substantive revisions, we will reach out to you. Once the editing process is complete, your module will be published on the site. Please reach out if you would like to preview your module prior to publication.

If you have any questions or run into any issues in completing the online form, you can email our team at deltosproject@gmail.com.