**Submission Guidelines for the Global Minds Educator Toolkit**

*Research Center Global Minds @ Work, Zuyd University of Applied Sciences*

Thank you for your contribution to the Global Mind Educator Toolkit, part of the new Global Minds platform *(globalmind.info)*. Our goal is to create an online platform for educators in higher education who are looking for best practices and inspiration on international learning activities. These could range from a small exercise or intervention in one class, to workshops or larger educational programs.

What matters most is that all activities on this platform:

1. have a clear educational purpose
2. describe an educational activity, workshop, intervention or innovation related to [global competence](https://www.oecd.org/pisa/innovation/global-competence/)
3. are not meant to promote products or services
4. contain an element of reflection from students or teachers involved

The content on this platform is published by the research center Global Minds @ Work at Zuyd University of Applied Sciences (Netherlands). This means that a team of researchers is responsible for reading and reviewing all submissions. After your submission, we might ask you to edit or add some information before it is published online. We might also edit the article for length and grammatical consistency. As an author, you are responsible for the final content of the article. We will always check whether you agree with the final version of the text, before we will publish it on the platform.

Your name and affiliation will be shown as the author of the contribution.

**General guidelines**

We invite submissions in a range of different formats. This could for example be text, such as a blog post (400-600 words), a video (3-5 minutes) or a podcast (max. 20 minutes) on the educational activity or intervention. Other formats are also possible, please get in touch to discuss the possibilities.

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| **Title** | Clear and concise title |
| **Keywords** | 4-5 keywords |
| **Introduction** | (60-80 words) |
| **Main text** | * What is the (learning) **goal** of the educational activity?
* What is the **target audience** of the educational activity?
* **How** is the activity designed practically?
* Is there **assessment** involved in the activity?
* Which **materials or sources** are needed during the activity?
* What are the **outcomes** of the activity? It would be nice if you can include at least one reflective element of teachers or learners.
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| **References in APA format** | Please use a limited list of key references |
| **Author name(s) and affiliation(s)** |  |
| **Email address corresponding author** |  |
| **Link for more information** | If applicable |
| **Attachments** | * Optional: a picture or illustration in landscape format, including the copyright reference (please make sure you are allowed to use this illustration if you do not own the copyright)
* For video’s: MP4 file with original video (max. 5 minutes)
* For podcasts: high quality audio file (max. 20 minutes)
* All other files and attachments
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