

## **AUTHOR GUIDELINES**

Projects that cannot be found will not be used. By adding your learning experience/project to [EDULANDS OER SEARCH](#), our library system of Open Educational Resources, it becomes part of the academic ecosystem and is easier to find. This protocol is designed to guide anyone who needs to catalogue a digital learning experience/project.

Experiences are documented using the [Submit Your Project](#) form. In order to publish and catalogue your project/learning experience, you will need to provide a range of information, key questions, contact details and authorship.

The language of publication for all learning experiences will be English (bilingual experiences in English and Spanish, Italian and German will also be accepted).

### **Submission and presentation of original learning experiences/projects**

When submitting your proposal, you should follow the guidelines below:

- The author undertakes to submit original educational experiences, even if they have already been published on other web platforms.
- Educational experiences are submitted exclusively via the [Submit your Project](#) platform.
- Before submitting, check that the proposal complies with the requirements summarised in the HANDBOOK FOR PUBLISHING LEARNING EXPERIENCES, which sets out all the instructions on content, structure and format to be followed.
- The author must be in agreement with the guidelines in the INFORMED CONSENT FOR PUBLICATION document.

Non-compliance with any of the above will be grounds for rejection of the proposal by the EDULANDS FOR TRANSITIONS editorial team.

### **Publication and authorship**

It is important to remember some important aspects related to authorship of papers:

- Authors undertake to submit original work, even if it has been published on other web platforms or in other languages.
- Similarly, the authors must guarantee the accuracy of the data used and the originality of the information provided.
- The authors guarantee that all persons (including the legal guardians of minors) appearing in the photographic and audiovisual material presented in the educational experience have given their legal consent regarding the image rights.
- The authors of the learning experience are solely responsible for the content of the publication. The project ***Edulands for transitions: collaborative learning tools to connect school and landscape***, co-funded by the Erasmus+ programme of the European Union, is not responsible for any use that may be made of the information disseminated here.

## Evaluation and review process

After submitting your educational experience/project proposal, it will be subject to the following evaluation and review process for publication:

- The Editorial Team will make an initial assessment of whether the submitted proposal is in line with the objectives of the [Edulands for Transitions](#) project, is of the required quality or meets the proposed presentation rules.
- If this is not the case, the author will be contacted to adapt the proposal to the publication rules. If this adaptation is not achieved, the proposal will be rejected and the evaluation process will be terminated.
- All submitted proposals must pass this initial evaluation.
- Once the proposal has passed this first evaluation, the editor in charge will contact the author by e-mail to suggest the changes that could be made for final publication.
- Final acceptance of the proposal will depend on the author(s) incorporating the changes suggested by the editor.
- It is estimated that the evaluation process will take a maximum of 1 month from the receipt of the proposal to the communication of the final acceptance or rejection to the authors.

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