Submission Guidelines for *Our Own Stories*

An Authorized Step-Guide for Use on Full-Featured computers, laptops and Chromebooks using Google Earth and Google Tour Builder

www.GoogleLitTrips.org

Preface

Similar to Google Lit Trips that track the real world journeys and experiences of characters from great works of literature, *Our Own Stories* track personal journeys and experiences using [Google Earth](#) or Google's unique online [Tour Builder](#) tool. Our Own Stories projects shift the digital storytelling medium to a virtual globe and the primary focus from the "Literary Reading" of traditional literary stories to a focus upon "Personal Narrative Writing."

What are we looking for in projects being considered for publication?

We are particularly interested in personal stories where both the location(s) and the event(s) of the story created an eye-opening experience; where the developers came to deeper understandings of themselves and their place in the world around them.

We are looking for projects from adults and students suitable for all grade levels. We look for student projects that reflect a curricular integration of best practices that encourage students to discover and share the significance of their own stories with the world. We are also interested in publishing educator developed projects as they serve as models for the power of reflection and introspection.

Submission Process Overview

Since all projects go through an editorial process prior to publication we do not allow direct uploading to the Google Lit Trip site. It is also important to know that we ask that student projects be submitted by an educator willing to support the student through the editorial project.

The submission process generally proceeds as follows:

An Initial Interest Contact

There are significant advantages in letting us know ahead of time of an interest in submitting a project to be considered for publication. Letting us know early, often leads to advise that saves time during the development and publishing process.

Initial Interest contact messages can be sent to JeromeBurg@GLTGlobalED.org

Clarification of the Publishing Agreement

Originally, our publishing agreement was confirmed via a sort of "virtual handshake." However, since November of 2013 when we received our official nonprofit status as "GLT Global ED" dba Google Lit Trips, we've asked developers to document their understanding of the Publishing Agreement in compliance with 501(c)(3) nonprofit regulations.

The basic elements of the Publication Agreement include the following:

- From it's inception the Google Lit Trips project has been a 100% philanthropic endeavor. For this reason, we ask that developers understand that we are unable to provide any compensation other than the intrinsic rewards associated with supporting educators and their students around the world.

- We do not take ownership of the projects published on the Google Lit Trips site. Therefore, we assure adult developers and guardians of minors the right to request and have their contributions removed from the site for any reason. It has never happened. But we want our contributors to feel comfortable about such things.

- We do ask published developers and guardians of published minors to register on the Google Lit Trips site and to identify themselves as developers in the comments section.
- In order to create an identifiable look and feel associated with "authentic" Google Lit Trip resources and to meet the legal requirements of 501c3 nonprofits we do add branding design elements and legal elements to all Google Lit Trips.

(for Student projects only) Pre-submission editorial screening

We ask that the educator intending to submit a student project provide a simple pre-screening for glaring issues such as content that does not reflect a basic attention to established grade level expectations for such things as grammar, spelling and language mechanics; blatant plagiarism or obvious copyright noncompliance. These issues will be more thoroughly addressed during our Initial Editorial Review and subsequent "assisted revision" steps.

Initial Editorial Feedback

Google Earth based "Our Own Stories" projects can be "submitted" for publication consideration by emailing us at BoardofDirectors@GLTGlobalED.org. TourBuilder based projects can be submitted by using Tour Builder's SHARE function with us using: BoardofDirectors@GLTGlobalED.org.

We then prepare an initial feedback report identifying:

- **required revisions** such as copyright compliance issues, accuracy of geographical locations, and grammar, usage and mechanics.
- **optional improvement suggestions** that might be worth considering. For, example, suggestions that an existing website link might go to a site potentially above or below the grade level of typical student viewers for the project.

Upon receipt of the Initial Editorial Review, we invite teachers submitting a student story, to discuss the Initial Editorial feedback with the student and perhaps with his or her guardian(s) in terms of whether or not there is still interest in continuing to an "Assisted Final Revision" phase.

Assisted Final Revision

Whether submissions come from an educator who needs some support on either the technical or the pedagogical side, we're happy to provide assistance throughout the final revision phase.

As to student projects, we are especially dedicated to making it possible for students of all ability levels to "be published" on a pretty famous website.[1] We work directly with the supervising adult to provide any support we can in terms of helping the student bring the project to a publishable form.

It is important to know however, that the duration of the Assisted Revision phase is unpredictable. It can last from just a few days to, in extreme cases, a few weeks. Variables affecting the duration include:

- complexity of the project: higher grade level Lit Trips are generally longer and more sophisticated
- complexity of schedule coordination between our volunteer's availability, the teacher's availability, and student schedules.

Publication

When the project is ready to publish, as a matter of respecting student privacy issues, we ask guardian(s) their preferences for crediting the student. We also ask that a very brief introduction to the student be provided including such things as the student's school and/or personal interests.

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[1] My wife is fond of reminding me that Google Lit Trips is "really famous in a really small corner of the world"

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