

## NewseumED Timeline Submission Guidelines

As part of the Making a Change and Women, Their Rights and Nothing Less **ED**Collections, we are piloting a program to incorporate student contributions into the site's interactive content.

To submit content to be added to the Historical Connections timelines, please follow these guidelines:

1. Prepare your work in accordance with the instructions found in each unit's lesson plans.
  - For the timeline, you will be submitting an event description. Use the Timeline Template provided.
  - This activity may also be completed as part of two **ED**Collections lessons: [Lesson 3: Chronicling the Civil Rights Movement](#) or [Lesson 1: The Women Who Made the Movement](#).
2. Save your work and attach it to an email.
  - When submitting a timeline contribution, save your work as a **PDF or Word document**. Do not attach any images, video or audio files separate from your document at this time. List each potential resource in the space provided on the template form. You will receive instructions after submission on uploading images, video and audio files.
3. Send the email to [newseumED@newseum.org](mailto:newseumED@newseum.org) with the following information:
  - a. **Subject line:** Student Content Submission
  - b. **Email body:**
    - EDCollection and Unit
    - Teacher's name
    - Teacher's email and phone number
    - Project members' names and grades
    - School name
    - City and state

We will confirm receipt of your submission within one week. Following submission, we may be in touch to ask for edits or clarifications and to share information on uploading images, video and audio files.

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