



Instructions for Using the Knowledge Base Submission Form

The goal of this document is to allow you to gather all materials for your submission to the a2ru Knowledge Base, prior to completing the form on the website ([accessible here](#)).

* Denotes required fields.

*Post Title:

NOTE: All titles should adhere to the guidelines of the [Chicago Manual of Style](#).

*Select your Knowledge Base Categories (from the list below):

NOTE: Select all categories that apply.

- Curricular examples
- Co-curricular examples
- News
- Policy
- Research
- Tools

Categories Defined:

- **Co-Curricular:** Any student-centered activity supported by the university that complements but is not part of the regular curriculum. Co-curricular engagement occasionally acts as a catalyst to transform existing curricula as it provides students a means to engage their interests and cultures in a non-curricular context.
- **Curricular:** The aggregate of courses of study in a school, college, or university. This can include a broad spectrum of materials such as: syllabi, assessments, and articles on pedagogy.
- **News:** Noteworthy information from your university regarding your practices, people, and projects as it relates to arts practice and/or interdisciplinary collaboration with arts practitioners.

- **Policy:** Any published information regarding local, state or federal developments that influence and are relevant to a2ru's Vision, Mission, Values and Activities. This category is not limited to governing bodies and includes output from professional organizations, accrediting bodies, funding agencies, etc.
- **Research:** Instances of high-level research in which arts practices are integral. Content may be provided in the form of published papers, audio, and video. Please see specifics regarding submission guidelines for these forms of media in the Submit section of the a2ru website (registration required).
- **Tools:** Tools come in many forms including: best practices for arts integrative work or interdisciplinary collaboration; mechanisms for assessing the value/success of a course or research partnership; and others.

If your submission to the Knowledge Base falls under more than one category, feel free to add the additional categories by checking the appropriate boxes.

***Select Your Post Tags (by media type, from the list below):**

NOTE: Select all tags that apply.

- Article
- Video
- Audio

Include Image:

You can include one image (jpeg, gif, or png file types); 10MB maximum file size per image.

Denote what images are relevant to your post here, and locate them on your computer for easy access when adding them to the Submission Form.

***Sidebar Summary:**

The Sidebar Summary appears to the left of the abstract, and should be clear, concise, and compelling in order to draw the reader into the article.

(Maximum of 60 characters)

***Abstract/Description of Content:**

The text here will be the main body of the article.
(No character limit)

Include Video:

Denote what videos are relevant to your post here, and upload them to YouTube (youtube.com). Locate the YouTube ID, as this is the information that needs to be included on the Submission Form.

The YouTube ID is what follows the equals sign in the URL for a YouTube video that is seen in the browser. Videos hosted on sites other than YouTube cannot be showcased visually as "click and play" media. Non-YouTube videos may be included as hyperlinks within copy, submitted in the "Abstract of Submission/Description of Content".

New to YouTube? These links will help you get started:

[Getting started on YouTube](#)

[Using YouTube for videos longer than 15 minutes](#)

Include Audio:

Denote what audio is relevant to your post here, and upload your files to SoundCloud (soundcloud.com). Locate the SoundCloud Widget Code, as this is the information that needs to be included on the Submission Form.

The SoundCloud Widget Code can be found by locating your audio file on SoundCloud, and clicking the Share button.

New to SoundCloud? These links will help you get started:

[Sign up for a SoundCloud account](#)

[Using Sound Cloud to upload audio](#)

Include PDF:

NOTE: PDFs have a 10MB max file size.

Denote relevant PDFs here, and locate them on your computer for easy access when adding them to the Submission Form.

Link to Original Source:

Denote the website address of the Original Source location, to which you can attribute your submission content.

Name of Original Source:

Denote the name of the website address that you have elected to link the user to as the Original Source.

***Confirm that your submission will advance a2ru's mission and clearly illustrate the value of arts practice and/or collaboration with arts practitioners:**

Vision

High quality scholarly and creative production is most attainable when disciplines are free to experiment within and across their boundaries.

Mission

To ensure the highest standard of institutional support for arts-integrative interdisciplinary efforts that engage the whole university and beyond.

Values

The world's most pressing, complex and open-ended challenges resist singular approaches and resolutions; whether global or local, they will continue to spring from both likely and unlikely sources. With unparalleled scholarly range and depth, the contemporary research university has the distinct capacity to equip faculty and students to confront such challenges with expertise and creative confidence. High quality scholarly and creative production is most attainable when students and faculty are free to experiment within and across their disciplinary boundaries. Research universities that support such exploration through mutually beneficial interdisciplinary approaches spur creative resolutions and meaningful innovations.