

Submission Form

I am aware that my teaching material submission must meet the following criteria to be considered for publication. Please check all that apply:

- Previously unpublished, including individual sections.
- Authored or co-authored by a professor, assistant professor, doctoral student, or a doctoral candidate.
- If a case, follows standard case structure
- If a case, has an accompanying teaching note that is minimum of three pages in length. The teaching note should follow a standard teaching note structure and provide clear learning objectives/teaching points.
Learning objectives: After discussing this case, students will be able to _____

- All quotations, numerical figures, charts, and exhibits have sources cited in MLA Style.
- All figures, charts, and exhibits should be provided as separate image files or Excel files, even if embedded within the document. Scanned images should be high resolution and clear enough for publishing.
- This material will be used in (course name) _____ in (semester)_____.
- Correct in spelling and grammar to the best of the author's knowledge and ability.

If my teaching material is accepted for publication, I understand that:

- If there is non-public, proprietary information about an organization in the document, the organization will be required to sign an **Organizational Release Form**.
- I will sign a **Royalty Agreement Form**.
- I will provide Globalens a syllabus for my course showing that the material has been adopted for my teaching.

Signature _____ Date _____

Name _____ Position _____

University Name _____

Email _____ Phone Number _____

Who creates your coursepacks _____

Thank you for your submission! You will receive a response from Globalens shortly.

Submission Options:			
Fax 734-998-6920	Mail William Davidson Institute 333 Maynard Street, 3rd Floor Ann Arbor, MI 48104	Email info@submissions.com	HELP tel: 734-615-9553 info@globalens.com