

Check list

This check list will help us in shortening the submission process. You can double check you have not forgotten to submit everything we need from you in order to publish your article on both the SharingPYP blog and IB Community blog (below you will find clarification):

- Template article submission – optional
- Copyright permission form – obligatory
- Consent form – obligatory, if applicable
- Photos/images/videos – obligatory, if applicable
- Author’s photo/headshot – obligatory
- Blurb – obligatory
- Abstract – optional

Template article submission

- You may use this template to submit your article, but it is not compulsory.
- When using a Mac computer, please save your document in a Word format (we cannot open documents saved in Pages).

Permission to publish form

- This form should be signed by the copyright owner/author of an article.
- In case of multiply authors, all need to sign a separate form.
- Hand-written signature is required.
- Return a scanned copy either directly to pyp.curriculum@ibo.org.

Consent form

- Only applicable if a person (minor or adult) can be identified within the photo. This means those individuals who are facing the camera or the individuals whose profile (one side of the face) is visible. In other words, a person whose face can be recognized when looking at the photo. Consequently, if the photo is the back of an individual’s head, this is not an identifiable photo and, therefore, the IB does not need to obtain a release from that individual.
- When submitting photos that include minors, this form should be signed by caretakers of students captured in photo(s)/image(s).
- The IB cannot publish any articles containing photos that do not have releases (parental permissions).

Photos/images

- Submit minimum one photo or image to support your article.
- Attach photos and/or images in a jpg format (preferably in high resolution).
- Include captions to describe photos/images.
- Get consent from caretakers: parents/guardians, if applicable. See above.

Videos

- Third-parties’ videos should sit in the public domain.
- When submitting videos, make sure you provide us with the URL/link to the actual video uploaded on a video-sharing website or send us the video in high-resolution.
- Make sure you change the sharing settings of the video.
- No longer than 8 minutes.
- High quality.

- Include written summary of approximately 50 words, describing what the video is about.

Headshot/photo

- A recent portrait photo of the author(s) of the article.
- Should be provided in a jpg format.

Blurb

- A short bio-blurb of the author(s).
- Include information such as the role at school, name of the PYP authorized or candidate school, educational interests/passions, link to own blog and/or twitter account.
- Find examples at the very bottom of each article on the *SharingPYP* blog. Some examples of blurbs are copied below for your convenience:

Diego Zaragoza Tejas is the Academic Dean and PYP Coordinator at the American School Foundation, in Mexico City. His newly found passion involves curriculum mapping and alignment, specifically with Common Core Standards and the PYP. He is also an IB Educator and is part of the Curriculum Connections pilot program through the IB. He finds interest in curriculum mapping especially done through online mapping platforms as well as teaching through inquiry.

Andy Vasily is teaching Physical Education at Nanjing International School in China. Andy has been teaching internationally at authorized IB World Schools for the past 13 years. He is currently teaching physical education at [Nanjing International School](#) in China. Andy writes about his experiences teaching PE in a PYP school in his blog [PYP PE with Andy. You can follow him on Twitter @andyvasily.](#)

Sonya ter Borg, 4th grade teacher at Munich International School, Germany. Sonya is a PYP workshop leader and has taught in PYP schools in all three regions of the IB as a classroom teacher, coordinator, and art teacher. Next year, she will be the Junior School Learning Technologies Teacher, working with teachers and students to integrate technology into the curriculum. Sonya is passionate about moving education forward, innovation and sharing of best practice. She blogs at [www.sonyaterborg.com](#) and she tweets [@terSonya.](#)

Abstract

- Describe what the article is about in one sentence.
- No more than 50 words.