

TSHS Resources Portal Instructions for Submission *Version 2023*

Welcome to the ASA Teaching of Statistics in the Health Sciences Section Resources Portal! We invite submissions of well-documented datasets and/or associated teaching resources for posting on the TSHS Resources Portal.

Peer Review

All submissions will be peer-reviewed by our Editorial Board.

BEFORE YOU BEGIN

Download the zip file, **TSHS Resources Portal_For Contributors.zip**

This zip file contains everything you need.

INSTRUCTIONS

To submit a teaching dataset only, follow the instructions "**A. SUBMIT A TEACHING DATASET**"

To submit a teaching resource only, follow the instructions "**B. SUBMIT A TEACHING RESOURCE**"

To submit both a dataset and teaching resource, follow both sets of instructions, "**A**" and "**B**"

A. SUBMIT A TEACHING DATASET

STEP 1 - Create 2 versions of your dataset

__1.1 Required: Excel or other spreadsheet format (.csv, .xls, .xlsx), **and**

__1.2 At least one of: SAS (.sas7bdat, .xpt), R (.Rdata), Stata (.dta), SPSS (.sav), or Minitab (.mtw).

STEP 2 - Create a completed Dataset Submission Form.docx

__2.1 In MS Word, open "**2023 TSHS Portal_Dataset Submission Form.docx**"

__2.2 Complete.

__2.3 Save.

STEP 3 - Create your data dictionary

__3.1 In MS Word, open "**2023 TSHS Portal_Data Dictionary Template.docx**"

__3.2 Edit to create your data dictionary, including the instructions to attach a creative commons license.

__3.3 Save under a new name.

STEP 4 - Prepare your dataset introduction

__4.1 In MS Word, open "**2023 TSHS Portal_Dataset Introduction Template.docx**"

__4.2 Edit to create your dataset introduction, including the instructions to attach a creative commons license.

__4.3 Save under a new name.



STEP 5 - Create a single zipfile for submission to the TSHS Portal Editorial Board

Bundle the following files into your zipfile:

- Dataset in Excel format
- Dataset in selected 2nd format
- Completed dataset submission form
- Completed dataset introduction
- Completed data dictionary
- *Note:* If you are also submitting a teaching resource, please include all necessary files for both the dataset and the teaching resource in a single zipfile.)

STEP 6 - Submit

Email your submission zipfile to: tshsportal@gmail.com.

B. SUBMIT A TEACHING RESOURCE

STEP 1 - Create a completed Teaching Resource Submission Form.docx

- __1.1 In MS Word, open "[2023 TSHS Portal_Teaching Resource Submission Form.docx](#)"
- __1.2 Complete.
- __1.3 Save.

STEP 2:

- __2.1 In MS Word, open "[2023 TSHS Portal_Teaching Resource Overview Template.docx](#)"
- __2.2 Edit to create your teaching resource overview, including the instructions to attach a creative commons license.
- __2.3 Save under a new name.

STEP 3:

Bundle the following files into your zipfile:

- Completed teaching resource submission form
- Completed teaching resource overview
- *Note:* If you are also submitting a teaching resource, please include all necessary files for both the dataset and the teaching resource in a single zipfile.)

STEP 4 - Submit

Email your submission zipfile to: tshsportal@gmail.com.