

# Guidelines for authors

for the td-net web portal for co-producing knowledge

If you have a method or tool in mind which could complement the td-net toolbox, please contact us: [td-methods@scnat.ch](mailto:td-methods@scnat.ch). We're very interested in getting to know new methods and to develop a corresponding format together with you. Below you find additional information, but please do not hesitate to contact us in an early stage.

Authors of our web portal may contribute to four different formats of web content to inform about methods and tools. The formats should be provided in English, French or German.

The information about methods should help to address common challenges in processes of co-production of knowledge which we structured along [key issues](#) and [key phases](#).

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## Choose how you want to contribute

Do you have a new method in mind that would complement our web portal?

→ We invite you to write a **profile** for the td-net toolbox.

Are you experienced in applying, testing and/or adapting methods presented on our web portal?

→ We invite you to write an **experience report**.

Do you want to recommend a method already described in another resource compilation?

→ We invite you to contribute to a **factsheet**.

Are you responsible for resource compilation which could be of interest to the community of transdisciplinary researchers?

→ We invite you to write a **resource compilation record**.

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## Profile

In the td-net toolbox we present methods for co-producing knowledge with a special emphasize on bridging different thought styles (main criterion). Please also check the additional criteria outlined in the [template for profiles](#).

If you have a method or tool in mind which could complement the td-net toolbox, please contact us: [td-methods@scnat.ch](mailto:td-methods@scnat.ch). We're used to develop the profile in an iterative writing process together with the authors.

Profiles of tools and methods are reviewed; an editor will provide you with feedback and suggest amendments.

All profiles follow the same structure which you can find in our [template](#).

The profiles will be published as PDF with a DOI by the Swiss Academies of Arts and Sciences.

Profiles are ideally complemented by an example of the application of the method (see experience report below).

### **Experience report**

In the [shared experiences section](#), td researchers report about their experiences with the methods of the td-net toolbox. They illustrate in which context they applied the methods and to what extent they adopted the methods with the aim to co-produce knowledge and develop the methods further. The audience is interested to read what works, what the challenges and lessons learned are, etc.

There is not a specific template for experience reports, but we kindly ask the authors to follow some [guiding principles](#).

The writing process will be supported by td-net. Based on a draft version of the experience report, the authors may be invited to refine the text according to the feedback of the td-net. We encourage you to contact us before you start drafting, so that we can organize a lean, but iterative, writing process.

Experience reports can also be provided in Spanish (besides English, French, German).

### **Factsheet**

A factsheet briefly characterizes a method or tool which is already described in another online, open-source resource compilation. The factsheet will be integrated in the search structure of our web portal and provides our users orientation before they get redirected to the method description in the respective (external) resource compilation.

If you want to recommend a method or tool described in another resource compilation to complement our web portal, please contact us: [td-methods@scnat.ch](mailto:td-methods@scnat.ch). An editor will check the requirements (main criterion: support of collaboration between experts and stakeholders from science and practice for societal problem solving) and write a factsheet together with you. All factsheets follow the same structure which you can find in the [template for factsheets](#).

### **Resource compilation record**

A resource compilation record briefly characterizes a compilation of tools, methods, principles, guidelines and further resources with potential to complement our web portal.

If you want to recommend a resource compilation, please contact us: [td-methods@scnat.ch](mailto:td-methods@scnat.ch). An editor will check the requirements together with you (main criterion: online and open access).

All resource compilation records follow the same structure. They briefly answer the questions: What's the purpose? Who provides the compilation? What's special about this compilation (USP)?.

### **Further contributions**

- Do you have any specific contribution to the web portal in mind which does not fit the above-mentioned formats? Then please contact us: [td-methods@scnat.ch](mailto:td-methods@scnat.ch).
- Please visit our ["get in touch!" section](#) where you can find a call for feedback to improve our web portal.
- If located in Switzerland, please consider co-organising a [capacity building event](#) together with td-net.