

## Submit a case study – notes and guidelines

Please complete the form below when submitting your case study. It will help us place your case study in the most relevant place on our website. If you have any further queries, please do get in touch – see contact details below.

Your project title:

Name.....Position.....  
 Organisation.....Country.....  
 Email.....  
 Website.....  
 Date.....

### What category do you want your case study to feature in? Please tick

- Advocacy
- Guidance
- Participation
- Using objects

### What key words best fit your case study? Please tick no more than 4.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Campaigning           | <input type="checkbox"/> Education        | <input type="checkbox"/> Participation          |
| <input type="checkbox"/> Change/Transformation | <input type="checkbox"/> Engagement       | <input type="checkbox"/> Partnerships           |
| <input type="checkbox"/> Children/Young People | <input type="checkbox"/> Ethics           | <input type="checkbox"/> Racism                 |
| <input type="checkbox"/> Collections           | <input type="checkbox"/> Health/Wellbeing | <input type="checkbox"/> Research               |
| <input type="checkbox"/> Community             | <input type="checkbox"/> Human Rights     | <input type="checkbox"/> Research methods       |
| <input type="checkbox"/> Cultural Heritage     | <input type="checkbox"/> Inequality       | <input type="checkbox"/> Slavery                |
| <input type="checkbox"/> Democracy             | <input type="checkbox"/> Interpretation   | <input type="checkbox"/> Social impact          |
| <input type="checkbox"/> Disability            | <input type="checkbox"/> Justice          | <input type="checkbox"/> Training               |
| <input type="checkbox"/> Discrimination        | <input type="checkbox"/> LGBT             | <input type="checkbox"/> Volunteers             |
| <input type="checkbox"/> Display               | <input type="checkbox"/> Older People     | <input type="checkbox"/> Other – please specify |

### Technical guidelines for submission

- To submit details of relevant projects, exhibitions and events please send reports, publications and articles in pdf or word format or provide relevant web links to [sjam@liverpoolmuseums.org.uk](mailto:sjam@liverpoolmuseums.org.uk)
  - Please include up to 3 images of the project in jpeg format and copyright details. We will use one of your images on the website to illustrate your case study.
- Please tick this box if you are happy for us to use your images elsewhere on the website. Images will only be used on the SJAM website and will not be shared with anyone else.*

**Where possible, please bear in mind the following questions:**

- What are the aims of your organisation?
- What is the target audience for your project?
- Did you work with partner organisations outside the museum sector?
- What challenges did the project encounter?
- What were the overall successes of the project?
- How could the project be developed?
- What changes would you make, if any?
- What advice would you give to those who want to work on a similar project?

Please return to Françoise McClafferty, SJAM Coordinator at [sjam@liverpoolmuseums.org.uk](mailto:sjam@liverpoolmuseums.org.uk)

*SJAM is the Social Justice Alliance for Museums led by [National Museums Liverpool](#). The aim of SJAM is to recruit museums and related bodies, and individuals, to sign up to its charter and to campaign for social justice and promote best practice in museums.*