The International Viewpoint (IV) - Writer Guidelines

Introduction: Our Ethos

Established in January 2019, *The International Viewpoint* is a student-led media platform dedicated to bridging the gap between university education and students' interests. We empower University of Aberdeen students to freely and critically engage with issues that matter to them by publishing short to mid-length pieces which highlight their unique viewpoint. Moreover, for those particularly interested in journalism, we enable them to gain experience and exposure to the publishing process. Our vision is to become a catalyst for productive dialogue within the Aberdeen student community by exposing students to the diverse perspectives of their peers- some of which you may not agree with.

Notably, *The International Viewpoint's* main focus is to be an opinion-led publication where we ask our writers to not only utilize their knowledge gained in university and their own readings but also to provide educated commentary on their selected topics. It is not expected for these pieces to include citations or a bibliography. However, what we are looking for is thought-provoking articles that come from your unique viewpoint and which you feel particularly passionate about.

Scope of Subject Matter

For *The International Viewpoint*, the editorial board is open to many types of topics along with different types of publications & styles (e.g., Book reviews, student life, etc.) However, we are primarily looking for topics that are academic in nature and with international or regional relevance. And notably, most articles we have published are often social-science based. However, as part of the publication process, you will need to submit a short one sentence summary of what you want to write with your assigned editor; therefore, if they find it acceptable, you are allowed to write about it. However, we emphasize that you should pick a topic that could resonate internationally and for our student readers.

Moreover, as inspiration, please feel free to use your knowledge of your home country. For example, an American could write about their country's relationship with the UN, and how it may impact the international community, while someone from Catalonia could write a piece on the EU response to the contested 2017 Independence Referendum. However, please don't feel confined to solely writing about your home country. If you have a good working knowledge of another state, that would be fine. Pieces that do not focus on states but on general international issues such as the refugee crisis, human trafficking, the global financial system or crypto markets are also acceptable.

However, we highly recommend that you give your article an international slant. A piece on purely internal party politics in Germany or Bulgaria would be greatly improved if it also included what the implications are for the wider international arena – e.g. how domestic German or Bulgarian political issues may affect voting in the forthcoming European elections, and hence possibly reshape the ideological composition of the European Parliament. This allows it to be more relatable for our international readership.

Language and Expected Readership

As this is a student publication, we expect that the readership will be generally young and well educated. As such, there is no need to 'dumb down' or write in a tabloid style. Writing should be opinionated and passionate but should not include slang or dialect and should be written in grammatically correct English. Please be advised that the use of profanity, unless included in a quote, is not acceptable. Editors have a final say with regard to the inclusion of quotes containing profanities depending on the relevance to the overall article.

Please assume you will be writing for people with a general knowledge of global issues and politics. However, if you are writing an article on a specialist subject – for example legal issues, cryptocurrency, or intersectional feminism – please assume only a basic level of knowledge. Concepts may need to be briefly explained and include as little jargon as possible.

Finally – and once again – we are looking for *your* opinion. A piece along the lines of 'opinion is divided on this issue, here are both sides of the argument' is not necessarily needed. However, 'this is the current thinking on the issue, here's why I think it's wrong' very much is. Obviously don't be rude or abusive but make it very clear which side of an argument you are on (and why).

Word Count

Pieces should ideally be between 400-800 words. As you can imagine, this will leave little room to construct a complicated or layered academic piece of work but is optimum length for an opinion or editorial leader-style article. While we would like you to aim for 800 words maximum, this is negotiable. If you are particularly enthusiastic about a piece you have written but can't get it under 900 words, please submit it and we'll certainly consider publishing it in full.

Publication Process – Writers Only

The publication process is as follows:

1. Proposal
    Writers will submit a 1-3-line proposal of their article subject to the assigned editor during their deadline week and as early as possible.

Reasons for Rejection
- If the subject is on something that was published in the previous week or two, the editor will ask the writer to save the subject for a later article and write about a different subject. (Our aim is to publish articles on a wide variety of subjects, so we do not want to publish two very similar articles in consecutive weeks)
- If the subject is not academic in nature or appropriate for our audience, it will be rejected and the editor will ask the writer to submit a new proposal. (Our aim is to keep our articles as professional as possible.)

2. Editing & Revision Process

Once our proposal has been accepted, the writer has a week to write their article and submit it to their assigned editor. Then, it will be reviewed and sent back to the writer with comments, edits, and suggestion for changes. It should be an active healthy dialogue between the writer and editor regarding any edits, comments, and suggestions.

Cases of Disagreements

- If the writer wants to keep what they have written, ultimately it is the writer's work and the advantage will go to the writer.
- If a second opinion is needed, another editor can step in to help with the process.

Cases of Delay

- If the article will be delayed for any reason, it is up to the writer to communicate that to the editor. If a writer commits to a deadline, they are expected to make it and manage their time wisely; however, the editorial board also understands if delays would be come in cases of emergency.

**Additional Summary

- In addition to the article, the writer needs to write a 3-5 sentence summary of their work. This will be used for marketing purposes of your article and in announcements of each week's article.

Title Criteria

- Writers can add a **maximum of only 36 characters** for the title.

3. Publication

Once the final version has been agreed upon with the writer and editor, it will be submitted to Assigned Head Editor for a final edit. If they approve, they will submit it to the Digital Director who will be responsible for publishing it on the IV website and Facebook page.

**Pictures

We would also like to include a picture with each article. In order to use pictures from the Internet, they will need to be under a creative commons license and useable for non-commercial purposes. Please feel free to include one or two pictures (preferably two for pieces on the longer side) with attributions with your draft piece. Please see https://wiki.creativecommons.org/wiki/Best_practices_for_attribution for examples of proper attributions.

To search for useable pictures, you can use for example https://search.creativecommons.org/ to search through pictures with creative commons licenses. Alternatively, you can simply use google image search, and filtering results through "tools" to only include pictures that are free to use or share under "usage rights". You can adjust this setting quickly by searching through https://www.google.co.uk/advanced_image_search as well. If you have any questions or would like any help for any part of this process, whether finding useable pictures or making proper attributions, just get in touch with the Digital Director at any point.

You will be given a ROTA to sign up for DDLs for your articles. We will have it available online in order for you to keep up with when your next piece is due. The relevant editor head that is assigned to you will be responsible for keeping you on track but equally we expect you to be aware of your own deadlines and to manage your time wisely.

Basic Work Flow* - Writers Only
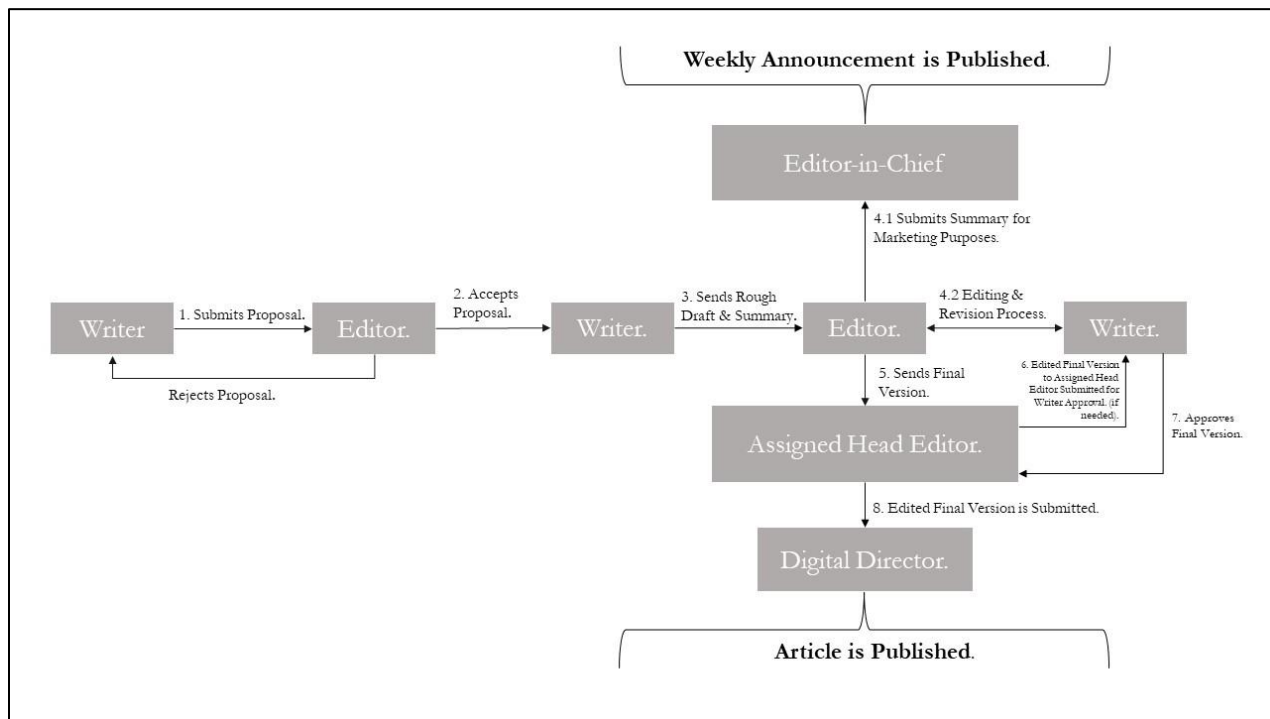
*This is a schematic presentation of the normal work flow for the assigned week. The time it takes for each step varies; however, what is important is that the article is published on deadline. This figure should help to illustrate the entire publication process and the interdepartmental interaction that goes into the publishing process.

Publication Process – Writer/Editors

The publication process is only for editors or head editors who also want to write. It is defined as follows:

1. Proposal

> Writers will submit a 1-3-line proposal of their article subject to the assigned Head Editor during their deadline week and as early as possible.

Reasons for Rejection

- If the subject is on something that was published in the previous week or two, the editor will ask the writer to save the subject for a later article and write about a different subject. (Our aim is to publish articles on a wide variety of subjects, so we do not want to publish two very similar articles in consecutive weeks)

- If the subject is not academic in nature or appropriate for our audience, it will be rejected and the editor will ask the writer to submit a new proposal. (Our aim is to keep our articles as professional as possible.)

2. Editing & Revision Process

Once our proposal has been accepted, the writer has a week to write their article and submit it to their assigned editor. Then, it will be reviewed and sent back to the writer with comments, edits, and suggestion for changes. It should be an active healthy dialogue between the writer and editor regarding any edits, comments, and suggestions.

Cases of Disagreements

- If the writer wants to keep what they have written, ultimately it is the writer's work and the advantage will go to the writer.
- If a second opinion is needed, another editor can step in to help with the process.

Cases of Delay

- If the article will be delayed for any reason, it is up to the writer to communicate that to the editor. If a writer commits to a deadline, they are expected to make it and manage their time wisely; however, the editorial board also understands if delays would be come in cases of emergency.

**Additional Summary

- In addition to the article, the writer needs to write a 3-5 sentence summary of their work. This will be used for marketing purposes of your article and in announcements of each week's article.

Title Criteria

- Writers can add a **maximum of only 36 characters** for the title.

3. Publication

Once the final version has been agreed upon with the writer and editor, it will be submitted DIRECTLY to the Digital Director who will be responsible for publishing it on the IV website and Facebook page.

**Pictures

We would also like to include a picture with each article. In order to use pictures from the Internet, they will need to be under a creative commons license and useable for non-commercial purposes. Please feel free to include one or two pictures (preferably two for pieces on the longer side) with attributions with your draft piece. Please see https://wiki.creativecommons.org/wiki/Best_practices_for_attribution for examples of proper attributions.

To search for useable pictures, you can use for example https://search.creativecommons.org/ to search through pictures with creative commons licenses. Alternatively, you can simply use google image search, and filtering results through "tools" to only include pictures that are free to use or share under "usage rights". You can adjust this setting quickly by searching through https://www.google.co.uk/advanced_image_search as well. If you have any questions or would like any help for any part of this process, whether finding useable pictures or making proper attributions, just get in touch with the Digital Director at any point.

You will be given a ROTA to sign up for DDLs for your articles. We will have it available online in order for you to keep up with when your next piece is due. The relevant editor head that is assigned to you will be responsible for keeping you on track but equally we expect you to be aware of your own deadlines and to manage your time wisely.

Basic Work Flow* - Editors / Writers Only
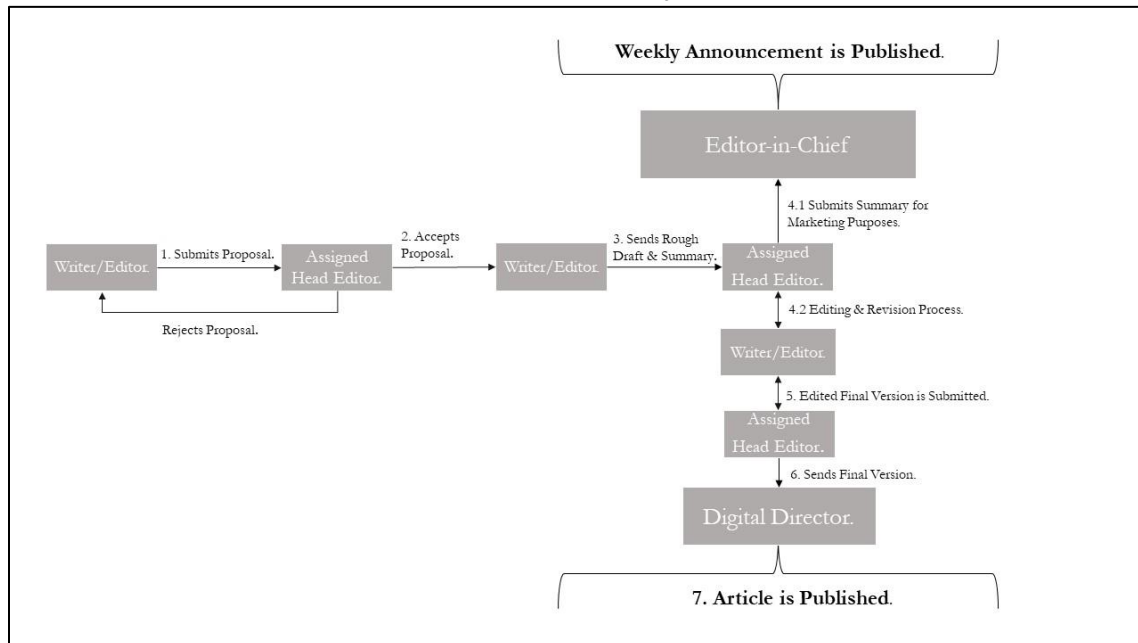
*This is a schematic presentation of the normal work flow for the assigned week. The time it takes for each step varies; however, what is important is that the article is published on deadline. This figure should help to illustrate the entire publication process and the interdepartmental interaction that goes into the publishing process.

**Writer Preference Deadlines

This is an option we give to our writers in which they can pick their deadlines as well as choose their own publication date. For example, if they need to write their piece early, they can, and we can publish it later. That way, you can have control over your work and time.

Editorial Board Structure and Writer Job Description

1. Editorial Board

Editor-in-Chief
- Serves as the strategic head and primary overseer of all operations.
- Maintains (& also creating if needed) Standard Operational Processes (SOPs) for the publication.
- Organizes and Runs Meetings.
- Works with Marketing Director in Weekly Article announcements & creating marketing plan.
- Updates Constitution, Writing Guidelines, AUSA page & any other materials if needed.
- Provides assistance wherever needed.
- Does any of the assigned tasks for Marketing Director if we do not have one.

Head Editor

- Oversees all editors and providing assistance if needed.
- Reviews, edits, and makes suggestions to assigned writer regarding their article draft.
- Ensures that the deadline is met by the writer.
- Submits finished draft to Digital Director for publication.
- Sends summary of writers' work to Editor-in-Chief for weekly announcement posts.
- Communicates to Digital Director and Head Editor if there are any delays.

Digital Director

- Publishes weekly articles submitted by editors.
- Maintains website and create any digital materials if needed.
- Primary responsible on images and content layout of website.

Marketing Director

- Responsible for driving traffic to website and increasing brand awareness on campus - both digitally and physically.
- Oversees brand and image of publication (decided collectively with Executive Board).
- Works closely with digital director if you want to create digital materials for marketing purposes.
- Brainstorms & Implements Marketing Strategies to increase awareness of our platform and drive traffic to our website.
- Responsible for LinkedIn Page & other Social Media Pages.

Editors

- Review, edit, and make suggestions to assigned writer regarding their article draft.
- Ensure that the deadline is met by the writer.
- Submit finished draft to Editor-in-Chief or Head Editor for final edit & approval.
- Send summary of writers' work to Editor-in-Chief for weekly announcement posts.
- Communicate to Digital Director & Head Editor (OR Editor-in-Chief) if there are any delays.

2. Writing Team

- Responsible for meeting deadlines that they commit to.
- Works collaboratively with assigned editor.
- Writes at least 2 articles per semester plus a summary of each of their articles.

**Responsibilities for ALL Members

- Attend All Meetings if possible (expected to be held once per month but additional meetings may be held if needed)
- Carry out responsibilities and if there are any issues, communicate to Editor-in Chief or Head Editor promptly.
- Treat everyone with respect.

Plagiarism

Even though our platform does not use in text references, all authors must ensure the originality of their work and be aware of our zero-tolerance for plagiarism. If you have been suspected of

plagiarizing, your article will be suspended. You are responsible for the content of your article and *The International Viewpoint* does not assume any responsibility for any plagiarism

Disclosure and Personal Information

The International Viewpoint will under no circumstances release your personal information, excluding the publication of your name alongside your article. The contributor's email will solely be used for communication between yourself and the editors.

All submissions to *The International Viewpoint* have voluntarily been submitted with full knowledge that payment is not given nor can it be asked for. By submitting an article, the contributor acknowledges and accepts these conditions.

We reserve the right to dismiss any articles deemed inappropriate or that do not abide the guidelines listed above. If such is the case, you will be contacted to discuss a course of action regarding your submission.