Women Being

Article Submission Guidelines
Magazine & blog

Who we are

WomenBeing is a Scotland-based international and independent feminist magazine.

We provide a worldwide platform to promote work developed by women in independent businesses, and we publish research articles focusing on the status of women and work.

Our guidelines

We have guidelines for three reasons:

1. So that the work we share through the magazine and blog is accessible to as many people as possible.

2. For consistency - it helps our readers if everyone contributing to the magazine uses the same spelling, grammar, punctuation and language.

3. It helps us with editing and proofreading too.

Please be aware that we'll be editing and proofreading all articles for consistency and accessibility - we'll send you the final version for you to approve before it's used.

Words

- **Plain language -** using plain language helps make the magazine and blog open and accessible to everyone - and we want as many people as possible to be able to read and understand your article! Even if your article has previously been a research paper, try to use non-academic language so that your article can be understood by someone who is not an academic. Explain any technical terms.

- **'Find out more' -** if you want to inspire people to take action or learn more about the topic (or your specific work), consider adding a short 'find out more' element at the end of your article. Or just send us links or ideas and we can write the 'find out more' text for you!

- **Quotes and references -** if you quote someone or reference a piece of work, provide links or references. Also, make sure spelling, punctuation or capitalisation in quoted material isn't changed.

- **Your bio -** send us between 100 and 150 words about you and your work. Include contact details so people can contact you to find out more.

- **Length -** try and keep it as short as possible - remember, people will be reading your article online. Aim for around 1,500 words or less (not including references), and no more than 2,000 words.

- **Language -** articles should be in UK English.

Images

- We'd love you to send us 2 or 3 pictures related to your article to include in the magazine or blog.

- Send pictures as separate files.

- Images should be sent as JPGs (or equivalent) with a resolution of at least 72dpi for the blog and 300dpi (high resolution) for the magazine.

- Make sure the pictures have a title and any people in them are fully named, so we can create captions.

- Include the picture source or author so we can make sure it's credited properly.

- Add a picture of yourself so we can add it to the researcher profile.

Checklist for submitting your article

- You've checked your quotes and references

- You've added a bio (and a 'find out more' section so people can get involved or learn more)

- Your file is in DOC or DOCX format

- You've supplied pictures (in JPG or equivalent) including one of yourself

- Email the article and images to **womenbeingproject@gmail.com** or **info@womenbeing.co.uk**