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Author Name(s)

Author Bio(s) 1 paragraph of maximum 150 words

Website Personal and/or professional

Research Interests 5 or more words that we can associate with your profile

Headshot (only for single authored pieces; please ignore if there are 2 or more authors) A photo that we can associate with your profile. (If you would rather not include this, that is fine.) If you do, please send the file as a separate attachment via email to the editor.

Title of Article/Essay/Piece

Tags/Keywords 3-5

Social Media Handles 3-5; personal and/or institutional. Specify whether it is for Twitter, Instagram or Facebook.

Abstract 1 paragraph of maximum 200 words

Word Count Include references and footnotes as well when you tally the word count of this piece. If the word count for this piece is **over 4,000** (for articles) and **over 3,000** (for essays) we may ask you to edit it down before the review. If you have concerns, please contact your editor.

Body Text Use MS Word's automated function for endnotes - 1, 2, 3, etc.

Appropriate endnotes (not footnotes) and in-text citations must be included with a list of citations at the bottom of the piece. Insert hyperlinks wherever useful to enhance content.

Text should not be indented.

Images A maximum of **5** images only. Hi-res images (300-600 ppi, preferably) should be attached to your email. Indicate where an image is to be inserted in the text, such as [Figure 1 goes about here].

Caption Include descriptive captions and accreditation for each image, video or audio clip. [title, location, year. Photo by author or other.] Provide link to the original if an image is from a visual commons site (Wiki, Flickr).

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References A list of works cited in the essay or article. Any reference style as long as it is consistent.

Further Resources Additional readings and/or social media links such as Instagram, Twitter, project sites etc.

Endnotes Use Word's auto-insert feature. Use 1. 2. 3. etc. and avoid Roman numerals.