

Preface:

Good writing is cogent, concise, and impactful. As an international organization of next-generation professionals, The International Scholar (ITS) aims to produce innovative, engaging, and well-written content that covers a range of disciplines in international affairs — adhering to the pillars of Fresh Perspectives, Critical Analysis, and Innovative Solutions.

The ITS Style Guide: Guest Edition is a living document which serves to guide, prepare, and support writers by outlining the expectations and standards placed on quality, integrity, and style for each piece published in ITS' periodical, *Global Analytico*.

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I. AUDIENCE & ARTICLES

A. Audience

1. The International Scholar's audience is inquisitive, engaged, forward-looking, and seeks to challenge conventional logic and promote conversation. Whether the reader is a policymaker, a student, or simply someone looking to learn more about the current state of domestic and global affairs, ITS aims to make its content accessible to all audiences whilst also preserving the complexity of the topics, issues, and ideas which are being presented and discussed.
2. Authors should strive to write articles in such a way that both an engaged, intelligent individual who is ignorant of the subject of their piece, as well as a well-versed analyst of the topic the author addresses both gain something from reading the piece.
 - a) E.g. (hypothetical scenario): You're writing a piece about geopolitics in the Indo-Pacific. Marco Velazquez is a neurosurgeon in Colombia who's interested in foreign affairs in Asia, but has no formal education or experience in political science or international affairs. Yu Yan is a resident fellow at a well-known think tank in Singapore who studies Asian geopolitics. Your article should be both interesting to Marco and insightful to Yu Yan.

B. Types of Article

1. Analysis
 - a) An analysis piece is one in which the author delineates a clear, concise, and logical argument about a particular topic as it pertains to international affairs or another related field.
 - b) Based on solid research and factual evidence, analysis pieces should aim to identify a central topic and then work to expound upon what is already known about the subject. This includes delving into why the topic matters in a larger context, and proposing suggestions for what could or should be done to propel the issue forward, enact change, or otherwise begin taking steps towards a solution.
 - c) Analysis pieces should contain a high level of critical thinking, perspicacity, and demonstrate the author's interest in exploring new ideas and developments as they relate to the central topic.
2. Commentary
 - a) A commentary piece seeks to provide a personal viewpoint or critical insight into a key issue. An author will typically relay a personal story in which they have had experience with or first-hand knowledge of the issue.
 - b) In more personalized instances (e.g. personal experience of an event), when writing a commentary piece, it is acceptable to use the first-person point of view.

3. Interview
 - a) An interview piece seeks to highlight the critical insight, analysis, observations, or unique perspective on a key issue or key issues of an individual or individuals.
 - b) The author proceeds to interview the individual either:
 - (1) in-person or by video/audio call, in which case the author must make a high-quality recording of the conversation for transcription and audio publication.
 - (2) By written response, either in physical copy or by email.
 - c) The author will write a preamble to the interview and concluding paragraphs in addition to transcribing the conversation between the interviewee(s) and author.
 - (1) Both the preamble and concluding paragraphs should adopt a similar style and tone to that of an analysis piece.
 - d) The author must submit a proposed list of interviewees and questions in lieu of their "first paragraph" section in their pitch.
4. Opinion
 - a) An opinion piece is one in which the author expresses their personal opinion — which may be controversial or against the norm — about a particular issue or event as it relates to some aspect of international affairs.
 - b) While grounded in the author's own take of the topic at-hand, opinion pieces must still make a clear argument that is based in factual, researched, or primary source information.

C. Topic

1. Articles must focus on some aspect of international affairs, defense, security, economics, governance, public policy, politics, cybersecurity / technology, anthropology, sociology or another related field. ITS will not publish work that adopts a main topic outside of these or other fields closely related to international affairs or public policy, generally.
2. It is permissible for different authors to write separate articles about the same or similar topics at the same time, provided that their critical approaches differ from one another. Guest authors should not concern themselves if other articles addressing the same topic in a different fashion have been published recently.
 - a) I.e.: ITS only seeks to avoid publishing multiple versions of essentially the same article with the same analysis, conclusion, or viewpoint at the same time.

D. Word Count

1. Guest submissions must have a word count between 1,500 and 2,500 words.
Submissions that do not meet this criteria will not be considered for publication.

2. Authors should always attempt to make their pieces as short as possible without compromising the analysis they are making or the perspective they expound upon. Aim to be cogent, concise, and poignant.

II. WRITING BASICS

A. Grammar & Wordflow

1. Grammar (particularly with regards to the use of punctuation and writing breaks) should always be standardized and synchronous throughout a piece.
2. All standard rules of grammar must be followed throughout the work (tense, conjugation, subject agreement, etc).
3. Avoid the excessive use of commas, Em dashes, and semicolons, in particular. Instead, restructure the sentence or paragraph to allow the substance to flow more naturally.
4. Use boldface, italics, and underlining sparingly; these are used for particular emphasis in rare instances. Overuse of these devices reduces their meaning and significance.

B. Punctuation

1. Commas
 - a) Use the serial comma, also known as the Oxford comma. A serial comma is used to separate the last two elements in a list to provide clarification and avoid ambiguity.
 - (1) E.g.: "Even though there is now peace in Northern Uganda, the challenges that they face today are yet more complex; stigma, uncertain livelihoods, abuse, economic marginalization, and deprivation, among others."
 - b) When referencing dates, use a comma after the day and before the year (e.g., June 23, 1999).
 - (1) When referencing locations, use a comma after the city and before and after the state (e.g., Boston, Massachusetts, United States).
 - c) See [CMOS 6.16-6.55](#) for more detailed guidelines about Commas.
2. Hyphens
 - a) Use a hyphen to connect two or more related things that function as one entity or work together as a compound modifier, such as when referring to bilateral or multilateral relations.
 - (1) E.g.: "Russian-German relations have been central to European politics and security for many centuries."
 - b) See [CMOS 6.75-6.77](#) for more detailed guidelines about Hyphens.
3. Em dashes
 - a) Use the em dash, with a space before and after its use, to separate a phrase within a sentence when a comma is not forceful enough.
 - (1) E.g.: "Without clear-cut agreements on what activity is recognized by international law, the world will undoubtedly see states push the boundaries

ever further in an attempt to gain the edge over geopolitical competitors — even more-so in an era of renewed great power competition."

- b) See [CMOS 6.85-6.92](#) for more detailed guidelines about Em dashes.
4. En dashes
 - a) Use the en dash to show a range of dates (e.g. 2020-2021) and to indicate a range of numbers (e.g. 10,000-20,000 people).
 - (1) E.g.: "The country's defense exports increased by 700 percent in 2019-20 from 2016-17."
 - b) See [CMOS 6.78-6.84](#) for more detailed guidelines about En dashes.
5. Apostrophes
 - a) Use an apostrophe-s at the end of a word if it is a singular common noun (e.g., Germany's economy), and only an apostrophe if it is a plural common noun (e.g., policymakers' decisions).
 - (1) E.g.: "The country's defense exports increased by 700 percent in 2019-20 from 2016-17."
 - b) See [CMOS 6.116-6.118](#) for more detailed guidelines about Apostrophes.
6. Semicolons
 - a) Use a semicolon to join together two independent clauses which could otherwise stand alone as two separate and complete sentences. If a transition word such as *however* or *although* is used after the semicolon, a comma should follow the transition word.
 - (1) E.g.: "Simply banning sex slavery will neither prevent it nor free those trapped in its vortex; there must be a concerted effort to both mitigate the causes of human trafficking and to provide for those that have been affected by it."
 - b) See [CMOS 6.56-6.60](#) for more detailed guidelines about Semicolons.
7. Colons
 - a) Use a colon to separate two parts of a sentence, such that the second half of the sentence provides an example of or explains some aspect of what is described in the first half of the sentence. Capitalize the first word after the colon only if the word begins a completely new sentence.
 - (1) E.g.: "Regardless of the path Washington takes from here, one thing is certain: the fight against illiberalism will define the future of U.S. domestic and foreign policy for years to come."
 - b) See [CMOS 6.61-6.67](#) for more detailed guidelines about Colons.
8. Bold, Italics, Underline
 - a) Authors should italicize the titles of albums, journals, magazines, movies, newspapers, pamphlets, periodicals, podcasts, and reports.

- b) Authors may bold, italicize, or underline certain words in their text as a way to show strong emphasis. However, unless it is in reference to a specific work, use bold, italicized, and underlined text sparingly.
 - c) Guest authors should consult their editors (or comment within a draft submission) as to the correct format for the word or phrase.
9. Quotes
- a) Place quotations around the titles of unpublished works, short stories, podcast episodes, essays, chapters, and articles.
 - b) Single Quotation Marks [']
 - (1) Single quotation marks should only be used to enclose a quote within a quote, a quote within a headline, or a title within a quote.
 - c) Double Quotation Marks ["]
 - (1) Double Quotation Marks show or denote direct speech, or introduce a word or phrase used as a comment, as slang, or as an invented or coined expression.
 - d) Guest authors should consult their editors (or comment within a draft submission) when unsure of the correct format.
10. Block Quotes/Extracts
- a) Block quotes should be used when an author is quoting more than three lines of text. A block quote can be used if the quote has fewer than three lines only to strongly emphasize the quotation.
 - b) When using, set the block quote on a new line and indent. Do not use quotation marks, keep the text single-spaced, and insert a space before and after the block quote.

C. Capitalization

1. In headings, capitalize all adjectives, adverbs, nouns, pronouns, and verbs, as well as the first and last words. Do not capitalize articles like *a*, *an*, and *the* unless they are the first word in the headline.
2. Capitalize all professional titles when they appear immediately before a name, but do not capitalize the word *former* itself.
3. Capitalize all titles of works, including songs, books, stories, and other named works.
4. Capitalize any and all personal names.
5. Capitalize the first word of a quote when it is a complete sentence; do not do so if it is a partial quote unless it begins a sentence.
6. Capitalize all cities, countries, nationalities, and languages.
7. Capitalize specific time periods, eras, and the names of key historical events (e.g., World War I, Roaring Twenties).

III. WORD CHOICE & PREFERRED SPELLING

A. Preferred spelling (CMOS)

1. ITS adheres to the Chicago Manual of Style ([CMOS](#)). If a word has multiple spellings (e.g., extraterrestrial and extra-terrestrial) and is not found in the ITS Style Guide, use the first entry listed in [Merriam-Webster's Dictionary](#). If the word does not have a spelling in the dictionary, consult the Editorial Division.
2. The spellings for commonly-used words ending with "-maker" (e.g. "policy-maker," "law-maker," "decision-maker") should always be spelled with a hyphen, rather than as a single word, or with a space (ex. *not* "policymaker" or "policy maker").
3. The word "ceasefire" should always be spelled as a single word, unhyphenated, and without a space.

B. Preferred Spelling (General)

1. ITS uses American English spellings and conventions for all its published material.
 - a) E.g. (correct) "Washington must come to the realization that..."
 - b) E.g. (incorrect) "Washington must come to the realisation that..."
 - c) There are two exceptions to this rule:
 - (1) If a proper name, or words in a proper name, have multiple spellings across dialects of English, use the native dialect for the proper name (i.e. how the organization refers to itself).
 - (a) E.g. "The Indian Ministry of Defence" (as opposed to the U.S. spelling, "Defense").
 - (2) When referring to the teams, work of, or other material relating to the Programmes at The International Scholar, the British American spelling "Programme" is used, and the word itself is always capitalized.

C. Names & Abbreviations

1. Spell out the full term or name upon first mention. The abbreviation and the full term may then be used interchangeably.
 - a) E.g.: "The major incendiary devices used by the terrorists in Jammu and Kashmir are primarily Improvised Explosive Devices (IED) and grenades."
2. Use *United States* as a noun and *U.S.* as an adjective. Additionally, always include periods when writing *U.S.*

D. Acronyms

1. Spell out the full word when it is first used, followed by the acronym in parentheses. The acronym can be used in every instance after that. If the word is only referenced once in the text, then it should be spelled out fully without providing the acronym.
 - a) E.g.: "In an already-challenging fight against local terrorist groups including al Qa'ida in the Islamic Maghreb (AQIM), the Movement for Unity and Jihad in West Africa

(MUJAO), and Jund al Khalifa-Algeria (JaK-A), the Algerian population does not want to exacerbate domestic terrorism."

2. The acronym for "The International Scholar" is correctly written "ITS," and The word "the" is omitted before the abbreviation to avoid tautology. When attributing property to the ITS, the correct form is, "ITS!"
 - a) Eg.: "ITS' Editorial Division," "The ITS Style Guide"

E. Numbers

1. Spell out all whole numbers between zero and ten, as well as numbers when they begin a sentence.
 - a) Spell out the word *percent*; do not write % unless it is used in a graph, chart, or figure.
 - b) Do not spell out numbers when providing percentages.

F. Lists

1. Avoid lists if at all possible.
2. If a list is used, is complex, and contains commas, use semicolons to separate each item in the list and cap it off with a period.

G. First Person Use

1. Avoid the use of first person ("I," "we," "us," "our," etc.) unless absolutely necessary, such as in a first-person commentary piece.

H. Provocative Terms

1. Avoid using provocative terms which:
 - a) assume arguments that remain unsubstantiated.
 - b) lend hyperbole or offer a characterization of a subject with more emotion than is appropriate for the analysis or discussion of the topic in which the piece engages.

I. Terminology, Technical Jargon, & Common Words or Phrases

1. Exercise restraint when using niche technical language and jargon. ITS believes in making our content accessible to all audiences while staying true to complex topics and ideas. If niche technical terms are necessary, provide in-text descriptions, links, or brief descriptions for each term.
2. Do not use:
 - a) "Very" [either leave the adjective that follows as is, or use a more descriptive adverb]
 - b) "And/or" [change the verbiage used to enable a more fluid sentence without using a slash, or restructure the sentence or sequence of the list to create a fluid sentence]
 - c) "Often times" or "oftentimes" [use "often," or another more descriptive word to indicate frequency]
 - d) "Pointing a finger at" [as in blaming an actor or group]

- e) "Player" [use actor or a more specific term, unless referring to a sport]
 - f) "Positive" or "negative" [as in the effects of something; refer to benefits or advantages, and drawbacks or disadvantages, or the like]
 - g) "Utilize" [Use "use"]
 - h) "Taking into account"/"takes into account" [instead use "accounting for" or "which accounts for"]
 - i) "(With) that being said" [instead reword or restructure your sentence]
3. Use sparingly:
- a) "Indeed" [especially as the introduction to a sentence; find a more informative and integral way to transition between thoughts]
 - b) "Such as" [generally avoid; replace with more concrete sentence structure]
 - c) "Therefore" [generally avoid; replace with a more cogent explanation for the sequence of events or logical reasoning]
 - d) "Therein" [reword or restructure sentence to avoid use]
 - e) "Hitherto" [restructure the sentence, use a less "scholastic" term, or find a more informative way of delineating the sequence of events]
 - f) "Many," "Several," or "Numerous" [use a more descriptive term to indicate quantity, or specify the groups or individuals involved]
 - g) "In addition" [as the beginning to a sentence]
 - h) "Consequently" [reword the sentence to indicate more fluidly that XYZ is a consequence, result, or byproduct of ABC]
 - i) "Key" [as an adjective; as a noun, use only for the device that unlocks a lock or cipher, or the selection on a map or graph which explains a coded system of identification]
 - j) "May"/"might" [use "could" or "could not" instead]
 - k) "Must" [reserved only for what is mandated by law; do not write "must" when "should" is meant]
 - l) "International community"
 - m) "Near-/medium-/short/long-term" [strive to establish a concrete time period in terms of days, weeks, months, years, or decades]
 - n) "Solution" [never as the "solution" to a policy problem or issue — use policy "options"; use only rarely in the general sense]
 - o) "Stakeholder" [as in an actor which is invested in the outcome or process of some action or event; use more direct terms where possible]
 - p) "Trying (to)"/"in an attempt to" [instead use "attempting to," a more descriptive verb, or restructure the sentence]

- q) "There is/are/were" [restructure the sentence, unless doing so necessarily results in a clunkier sentence]
- r) "The use of" [use the verb "uses"]

IV. ADDITIONAL TEXTUAL GUIDELINES

A. Referencing ITS

1. When using the abbreviated form, "ITS", the word "the" is omitted before the term to avoid tautology, as ITS refers to "The International Scholar." In the possessive form, only an apostrophe is added.
 - a) E.g. "Aanchal Pannu writes ITS' newsletter, 'The ITS Briefing.'"
2. When referring to specific established divisions, teams, and positions at ITS, each term is always capitalized.
 - a) E.g. "Diana Roy is an Editor and Executive Assistant in the Editorial Division."
 - b) E.g. "Lukas Lehmann is an Editorial Assistant in the Editorial Division and works in the Outreach and Communications Team."
3. When referring to the teams, work of, or other material relating to elements of the programmatic organizational structure at The International Scholar, the British American spelling "Programme" is used.
 - a) E.g. Linda Tóthová is a Director of the Wider Europe Programme at The International Scholar.

V. STYLE & TONE

A. Narrative Style

1. All of ITS' periodical articles are written, edited, and published to meet a "narrative style." This refers to a style of writing distinct from that found in:
 - a) Academic writing (peer-reviewed journal articles):
 - (1) This style most frequently employs a Socratic method of reasoning and analysis, makes use of the passive voice, and characterizes observations or conclusions in highly guarded terms.
 - b) Professional (contractual) report or brief-writing (geopolitical risk analysis):
 - (1) This style most frequently employs a direct tone which directly and plainly addresses the topic at hand; avoids any and all unnecessary characterization or "coloring" of events, actors, topics, or other substantive elements of the work; and answers only questions directly posed for the purpose of the report or brief.
 - c) Journalistic (news):

- (1) This style emphasizes characterization of events within the context of the moment, relating them in sequence, but (usually) refrains from engaging in in-depth analysis, conclusions, or suggesting policy solutions.
2. While none of the previous styles are appropriate for the kind of magazine-style pieces that ITS publishes in its periodical, each contains elements that comprise a forth common style of writing, which we refer to as "narrative style":
 - a) ITS narrative style magazine articles draw upon the intellectual rigor and careful topical inspection with which academic writing treats a given issue. It also adopts the emphasis on finding theories and conclusions to match facts and analysis, as opposed to finding facts and analyses to match to theories and pre-determined conclusions.
 - b) ITS narrative style also draws upon the solid focus of "professional," or contractual brief-writing and analyses, centering the argument, case, or analysis around a central point that the author(s) is/are trying to make, which should resonate throughout the piece.
 - c) Finally, ITS narrative style adopts the 'storytelling' element of journalistic writing, emphasizing readability, engagement, and article flow throughout the piece.
 - (1) More to do with good writing as opposed to good analysis or argumentation, this element of narrative style is most evident at face value throughout the piece through the choice of intelligent vocabulary, metaphors, motifs, etc.
 - (2) Less ostensibly, but more importantly, this element of narrative style emphasizes bringing the reader into the author's perspective. Utilizing the devices noted above, the author characterizes the events such that the author is able to 'see through the author's eyes' as the author relates their analysis or argument.
3. Authors should address themselves to the Editorial Division in their pitch email for specific questions and support with regards to adherence to narrative style.

B. Author's Voice, Tone, & Objectivity

1. It bears recording that writing (and, by extension, editing) is an art, not a science. Each author will naturally each piece with their own presentation, cadence, and unique style. These particulars are collectively referred to as the author's voice.
2. Tone refers to an author's writing style, character, or attitude. Authors should aim to present a professional and polished tone with a journalistic (narrative) undertone.
3. Authors should attempt to capitalize on their own unique approaches to problem-solving and perspectives on issues, bringing to light unique insights, astute observations, and critical nuances.

4. Nevertheless, authors must refrain from personalizing the approach to the point that the objectivity of the analysis, argument, or presentation is lost in the process of writing. Avoiding over-characterization and hyperbole is as important to the credibility of a piece as the cogency and coherency of the argument itself.
5. Authors should strive to bring forth qualified and substantiated characterizations and observations, presenting a measured and professional detachment from any given topic. This is more true for certain kinds of pieces than others:
 - a) Analysis pieces should aim to adhere to the highest standards of professional objectivity, making contested or factually disputed characterizations or observations only where:
 - (1) the author clearly substantiates (or has substantiated) the claim, and
 - (2) where the characterization does not distract from the core premise of the article.
 - b) Commentary and Opinion pieces grant greater leeway for poetic license, but should nevertheless aim to present a clear argument without leaning heavily on personal bias and assumptions.
 - c) Interview pieces should seek to avoid leading questions, false dichotomies, or otherwise biased lines of inquiry. Interviewers are charged with presenting objective questions upon which the interviewee shares their own perspective, whether that is opinionated or dispassionate.

C. Readability

1. Readability is crucial to the presentation of even the most cogent argument. In terms of sentence structure (as opposed to article structure), this is principally defined by:
 - a) the coherency of each thought (which often depends on the number of breaks from commas, semicolons, EM dashes, etc),
 - b) the prolixity of each thought (i.e. by an excess of words required to convey a particular meaning),
 - c) the profundity of each thought (i.e. the significance or value of each thought).
2. As much as possible, authors should seek to advance their argument, case, or analysis with substantive, concise, coherent, and cogent wording and observations; avoid "filler language" and "fluff."
3. Avoid equivocal wording as much as possible. Confident language and statements make for much clearer writing.
 - a) Wherever central observations are made or core arguments advanced, equivocal language should be absent.

- b) In the event that one finds oneself writing equivocally about one's main argument, either the statement requires further strengthening and clarity, the argument requires further substantiation, or the premise of the article requires reexamination.

D. Active Voice

1. Active voice means that a sentence has a **subject** that acts upon its **verb**, and is the lifeblood of clean and engaging magazine and journalistic reading.
 - a) E.g. (1) **The World Bank** **projected** that climate-related issues will create 51-118 million new climate migrants by 2050.
 - b) E.g. (2) **The World Bank** **projects** that climate-related issues will create 51-118 million new climate migrants by 2050.
 - c) E.g. (3) By 2050, **climate-related issues** **will create** 51-118 million new climate migrants, according to The World Bank.
 - d) E.g. (4) Underscoring the challenge that climate change poses to migration, **The World Bank** recently **published** an analysis projecting that 51-118 million new climate migrants will be created by 2050.
2. Authors should always write in the active voice.
 - a) There are exceedingly rare cases where this is not possible without compromising the meaning or emphasis of a statement. In those cases and only those cases, authors may use the passive voice.

E. Passive Voice

1. Passive voice means that a **subject** is the recipient of a **verb's action**, is most commonly used in peer-reviewed journals and other academic works, and foremost among the writing styles taught and used in academic settings.
 - a) E.g. (1) **Climate-related issues** **are projected** to create an additional 51 to 118 million "climate migrants" by 2050, according to the World Bank.
 - b) E.g. (2) **The World Bank** **is projecting** that climate-related issues will create 51-118 million new climate migrants by 2050.
 - c) E.g. (3) By 2050, **climate-related issues** **will have created** 51-118 million new climate migrants, according to The World Bank.
 - d) E.g. (4) Underscoring the challenge that climate change poses to migration, **The World Bank** **has** recently **published** an analysis projecting that 51-118 million new climate migrants will be created by 2050.
2. Authors should always avoid the passive voice.

VI. FORMATTING

A. Citations

1. Use in-line hyperlinks — and whenever possible, [permalinks](#) — to acknowledge sources. ITS will not accept articles that do not cite their references. Sources should be credible periodicals, magazines, journals, newspapers, and other like sources.
2. Do not use footnote-style citations unless absolutely necessary and if the referenced work cannot be found or accessed publicly online.
3. Attempt to use temporary hyperlinks sparingly so as to avoid future rotten links.

B. Citation Sourcing

1. General
 - a) Use credible, internationally-recognizable sources whenever possible; local sources where appropriate.
 - b) Use opinion pieces, commentary, political content or media, or other highly subjective work sparingly; cite and quote only where necessary, or in reference to the existence of the work itself.
2. Foreign Languages
 - a) Use only when there is no equivalent source for the information in English (or other main language of publication).

C. Length & Placement of Hyperlinks

1. Hyperlinks should be placed on action words (verbs) or keywords in the sentence as they pertain to the link that the reader is being sent to.
 - a) E.g. "Traditionally, Germany has valued its transatlantic ties, [calling](#) the United States its closest ally."
2. When surrounded by punctuation, hyperlink only the necessary words; punctuation or punctuated words should never be hyperlinked.
 - a) E.g. "While the pandemic provides a clear opportunity for New Delhi to assume the role of a leading regional arms exporter, India still tussles with challenges that have marred its production capabilities and include projects '[getting stuck](#)' in various bureaucratic stages."

D. Submission Formatting

- a) Pitches
 - (1) Pitch submissions should be submitted to the Editorial Division by email (addressed to theintlscholar.editorial@gmail.com). [See section X. for pitch requirements.]
 - (2) Pitch submissions should be submitted in an attached Word file, following the titling convention: first initial, last name(s), "|", topic or draft title, "|", and "Pitch", separated by spaces.

- (a) E.g. "L. Kraft | In 2020, Is the United States Ready for the Challenges of the 21st Century? | Pitch"
 - (b) If unable to name a file with a bar [|], you may use an underscore [_] in lieu.
 - (3) The document is correctly formatted in Times New Roman, size 11 font, single line spaced, black text.
 - (4) The title text of the document follows the convention: "Pitch", "|", first initial, last name(s) (all prior text in bold), line break, and topic or draft title, separated by spaces.
 - (5) Each section of the body should be listed and titled in order, and separated from the title and other sections by a line break.
 - (6) Each pitch should also include the date of submission in the top-right document header.
- b) Draft Submissions
- (1) Draft submissions should be submitted in an attached Word document, following the titling convention: first initial, last name(s), "|", draft title "|", "Draft", and the numeral that corresponds to the edition of the draft (#).
 - (a) E.g. "L. Kraft | In 2020, Is the United States Ready for the Challenges of the 21st Century? | Draft 2"
 - (b) If unable to name a file with a bar [|], you may use an underscore [_] in lieu.
 - (2) The document is correctly formatted in Times New Roman, size 11 font, single line spaced, black text.
 - (3) The title text of the document follows the convention: "Draft", "#", "|", first initial, last name(s) (all prior text in bold), line break, and topic or draft title, separated by spaces.
- c) See the Submissions Guide (Ancillary Document) for further clarification.

VII. MULTIMEDIA

A. Multimedia (Charts, Graphs, Photos, etc)

1. Authors using any kind of multimedia image or other media in an article must separately provide the original version of the file, as well as a link to the source with the article submission in order for its attributions to be verified and the file uploaded. Authors cannot simply insert images within a document.
2. Authors may use only images which they have permission to republish, or for which they have met the necessary licensing and attributions requirements.
[Consult the ITS Multimedia Attributions Guide for more detailed guidelines.]

B. Image Attributions

1. Authors must always provide attributions for images that they intend to use in any publication. If the image does not require any attribution, authors must provide

indication and evidence.

[Consult the ITS Multimedia Attributions Guide for more detailed guidelines.]

VIII. INTEGRITY & ATTRIBUTIONS

A. Intellectual Integrity

1. Plagiarism of any kind, intentional or otherwise, will not be tolerated. Individuals found guilty of plagiarism may be subject to dismissal from ITS, and/or banning from the platform.
2. Always cite whenever referencing the specific work of another individual, group, or organization.
3. Always cite whenever providing information that was gathered, synthesized, or in some other manner collected or created by another individual, group, or organization.
4. When in doubt, provide citation.

B. Attributions

1. Authors must provide attribution for any and all work that they make use of to write an article or other content. This is done by hyperlinking the source link to the text which most directly relates to the work cited. [See section VI. for guidance on placement.]
2. Consult the CMOS and the ITS Multimedia Attributions Guide for further guidelines.

IX. EXCLUSIVE RIGHTS & REPUBLISHING

A. Titles, Subtitles, Headings, & Article Stubs

1. The Editorial Division reserves the exclusive right to change, edit, rewrite or otherwise alter the titles, subtitles, headings, & article stubs of any and all published content.

B. Authorship

1. By publishing with The International Scholar, authors publishing original content (i.e., content in the form of written, audio, visual, multimedia, or other works which are first published with The International Scholar across any of its platforms or public or private accounts) agree to grant ITS the right to publish the work exclusively through The International Scholar's platform in perpetuity, while retaining all rights granted an author under U.S. copyright law. Authors also grant ITS the right to challenge other entities and persons for the plagiarism of any work of the author published with The International Scholar on their behalf.
2. Authors are free to share the full contents of their own original works published by The International Scholar on personal websites, profiles, with other individuals, or in other forums, provided that the platform in question:
 - a) Visibly and directly accredits the work with being originally published, produced, or otherwise created with The International Scholar; and

- b) Does not serve as a publishing outlet of its own, except in the capacity of serving to share, highlight, or promote one's own personal work.

C. Republishing

1. As a rule, ITS will not:
 - a) Publish articles previously published or to be published by another source; nor
 - b) Allow the republication of the entirety or significant portions (more than 2 full paragraphs) of any of its content elsewhere (not to be confused with sharing the original source on social media or other communications platforms).
2. These provisions may only be waived at the discretion of the Editor-in-Chief. Republishing is most commonly permitted for:
 - a) Cross-publication projects and agreements with other publications, institutions, or organizations; and
 - b) Select pieces published by ITS Staff for other media outlets and organizations (with the permission of the outlet or organization in question).
3. Any attempt to republish articles from ITS or failure to comply with these provisions will be treated as a copyright infringement and/or a violation of the rights of authors to control their work, as appropriate.

X. EDITORIAL PROCESS

A. Pitch

1. Before writing an article, authors are instructed to submit a pitch for their piece to the Editorial Division via email. (Address emails to theintlscholar.editorial@gmail.com).
[See formatting guidelines in section VI. & the Submissions Guide (Ancillary Document)]
2. Pitches must consist of:
 - a) A concrete topic;
 - b) A brief summary of the analysis, commentary, or opinion (2-5 sentences), or the set of questions to be provided in an interview piece;
 - c) A draft first paragraph; and
 - d) The central argument, conclusion, or take-away of the piece.
3. This stage provides an opportunity for authors to receive feedback, address any structural or argumentative issues with the argument, and avoid duplicative efforts on the part of multiple authors before writing.
4. Authors writing on time-sensitive topics must indicate the timeline for publication in their pitches.
5. Authors are instructed to wait a minimum period of 3 days (72 hours) to hear back from the Editorial Team before sending their pitch to another outlet.

- a) If, before the 72-hour period has elapsed, the Editorial Team accepts a guest author's pitch, they may not send the same pitch or article proposal to another outlet.
- b) If, after the 72-hour period has elapsed, the Editorial Team accepts a guest author's pitch, but after the pitch has been accepted by another outlet, the guest author must withdraw their pitch from the other outlet to publish with ITS in Global Analytico.
 - (1) If a guest author wishes to continue to publish the article with another outlet, they should inform the Editorial Team of their change in plans.
 - (2) ITS will not publish the same article that is being published by another outlet.
 - (3) If ITS discovers that a guest author's article has been published intentionally across multiple sites, the article will be taken down from ITS' website, and the author blacklisted from ITS.

B. First Draft & Submission

1. Authors do not have to wait for approval on a pitch to begin writing their first draft, but are strongly encouraged to do so in order to save time and effort in the drafting phase.
2. Once an author has received approval on a pitch from an editor, they may submit their first draft to the Editorial Division by email (to theintlscholar.editorial@gmail.com).
[See formatting guidelines in section VI. & the Submissions Guide (Ancillary Document)]
3. In your draft, please include a high-resolution photo (recommended 1,500 x 1,500 pixels) and two-sentence bio detailing relevant position(s), role(s), or experience(s).

C. Editing & Review

1. Once in the Editorial Division's receipt, an editor will be assigned to review and edit the piece. This will be the principal editor for the piece throughout the editing process. A single editor is assigned to the piece in order to ensure a consistent and comprehensive editing process, with a Senior Editor overseeing the process and signing off on the final draft of each piece before publication.
 - a) Depending on availability, workload, and topical expertise, the assigned editor may or may not be the same as the editor who reviewed the pitch.
2. From the date of submission (ET), the Editorial Division will work with the author to move the piece to publication by the conclusion of a 14-day period, provided the author reverts the piece in a timely fashion.
 - a) Time-sensitive pieces will be appropriately expedited if accepted.
3. In general, each piece will pass through no more than four rounds of edits before final changes are made and the piece is published.

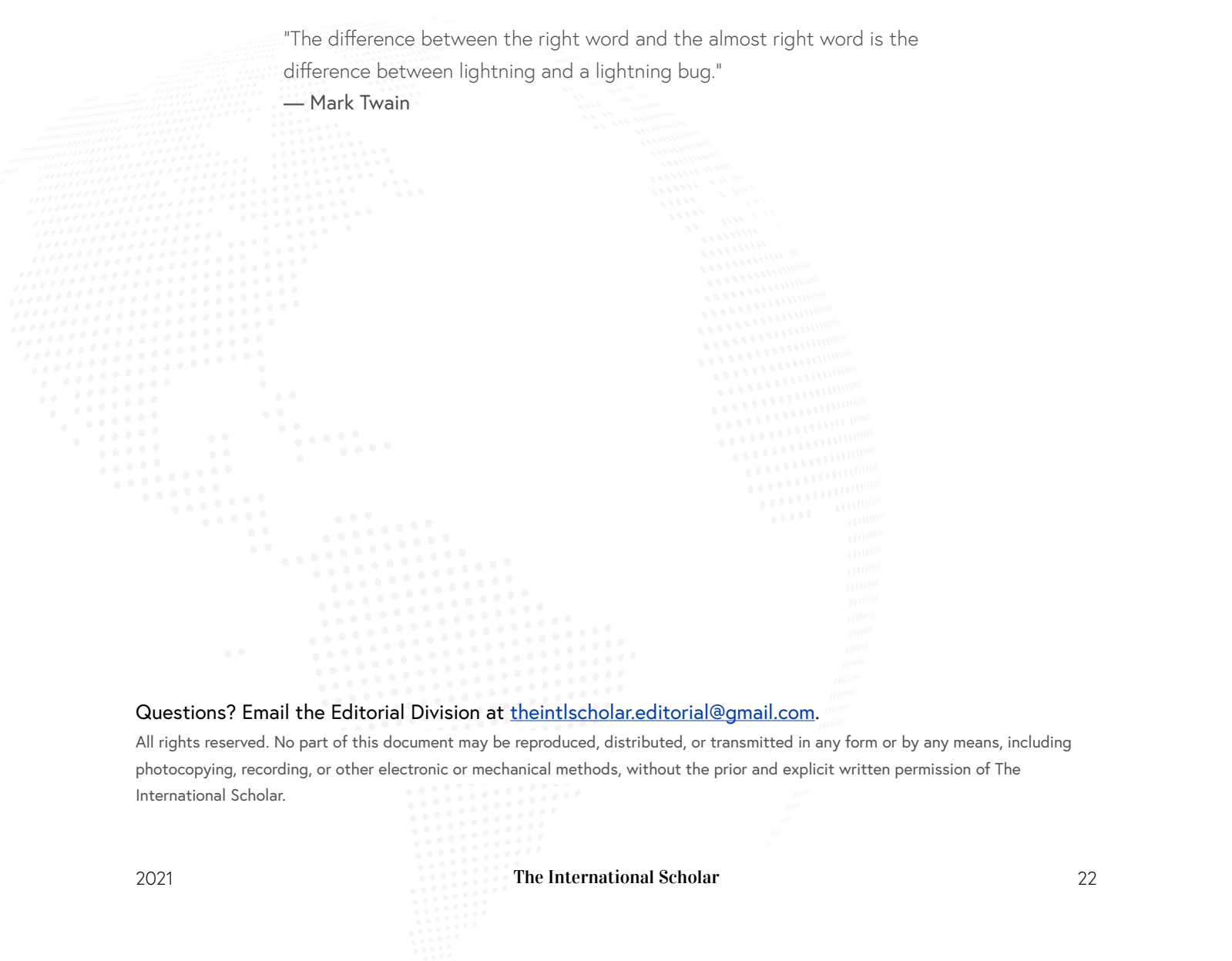
4. Though rare with guest submissions, an editor may request an Editorial Review Calls to be held between editor(s) and the author(s) to facilitate more direct and open communication, address questions that either has about the draft or edits to it, and provide more detailed feedback. Senior Editors supervising the process may participate.
5. Authors are expected to revert new drafts in a timely fashion — in general, within 3 days of receiving revisions. Authors and editors should remain in close communication over email regarding workflow to ensure timely publication.
 - a) For time-sensitive pieces, authors should work to revert new drafts to provide editors with ample time to make edits and send multiple rounds of revisions.
6. Once the editor has determined that the piece is ready for final review and publication, they will submit the piece to a Senior Editor with their final edits. The Senior Editor will provide additional comments and edits as necessary.

D. Publication

1. Once final revisions are made and approved by the author, the Editorial Division will work to publish the piece as quickly as possible.
2. Publication may not be immediate; there are several steps to take even after the written piece has been finalized. It may take up to a day to select an image; create an author profile; mark tags; highlight sections as pull-out quotes; insert graphics, tables, and code; etc before the article is ready for publication.

E. Promotion

1. The editorial process doesn't end after publication; once the piece is live, it requires promotion to ensure that it is read. The Outreach & Communications Team will design social media posts to share each new piece as it is published.
2. To extend the reach of posts promoting their work, guest authors should like and share/retweet their articles, ideally with a comment (even if only a brief line to acknowledge that they have published a new piece).
3. The Editorial Division highly encourages guest authors to follow ITS' social media accounts to find and share their articles when shared on social media.
 - a) LinkedIn: [company/theintlscholar](https://www.linkedin.com/company/theintlscholar)
 - b) Twitter (main): [@TheIntlScholar](https://twitter.com/TheIntlScholar)
 - c) Twitter (periodical): [@GlobalAnalytico](https://twitter.com/GlobalAnalytico)
 - d) Twitter (podcast): [@TWIPerspective](https://twitter.com/TWIPerspective)
 - e) Facebook: [/theintlscholar](https://www.facebook.com/theintlscholar)
 - f) Instagram: [@TheIntlScholar](https://www.instagram.com/TheIntlScholar)



"The difference between the right word and the almost right word is the difference between lightning and a lightning bug."

— Mark Twain

Questions? Email the Editorial Division at theintlscholar.editorial@gmail.com.

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