

ITS | Submissions Guide (Ancillary Document)

2021 Edition Version 1.0

The ITS Submissions Guide is an ancillary document to the ITS Style Guide to help staff writers, guest authors, and other collaborators submit their documents in a standardized format which helps our Editorial Team identify, prioritize, and catalogue pitches and draft submissions.

Pitches and draft submissions must follow the file format, including filename submission style, in order to guarantee proper receipt and timely replies.

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I. SUBMISSIONS GUIDELINES (Copied from the ITS Style Guide)

VI. FORMATTING

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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 by number 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. Paragraphs should be separated by line breaks.
- (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.

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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.

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)

II. GLOBAL ANALYTICO ARTICLE PITCH (EXAMPLE)

[Filename: D. Broll | Europe is Complicit in the Migration Crisis Unfolding in Bosnia | Pitch]

Pitch | D. Broll

Europe is Complicit in the Migration Crisis Unfolding in Bosnia

1. Topic:

The European responses (or rather, lack thereof) to the migration crisis playing out on Europe's borders — in particular, in Bosnia, where refugees and migrants are freezing, without adequate basic needs, and subject to human rights abuses by law enforcement.

2. Summary:

This article is meant to be an argument piece that will discuss the rising challenges to migration on the Balkan border of the European Union, and in particular, on Europe's complicity in the crisis unfolding in Bosnia. The article will proceed to detail the failings of the Dublin system and flagging human rights conditions of camps in Bosnia which provide mediocre and inadequate protection for refugees and migrants. The article will then continue to explain that the situation is the direct result of political failings within the European Union (EU) which, at present, forestall efforts at reform to migration policies. The article will then proceed to outline the costs, both in human life and to European credibility, if the situation continues unaddressed by reforms to European migration policies, draw conclusions, and suggest policy action on the part of the EU to address the challenge.

3. First Paragraph:

In the aftermath of the 2014 European [migration crisis](#) in which thousands of migrants drowned in the Mediterranean Sea — and continue to do so attempting to reach safer shores — the European Union devised now-infamous [accords](#) with states such as Turkey and Libya to halt the flow of migration at its borders. In the seven years following their enactment, subsequent rulings of the European Court of Human Rights warned European policymakers about the inherent implications of such agreements, waves of public criticism have lambasted their use, and human rights organizations have spoken out in opposition to the practice of closing borders for political expediency. Today, their pleas continue to fall on deaf ears; the EU appears to have learned nothing from the experience, except how to better repeat it.

4. Central Argument:

European leaders and heads of state are willfully ignoring the plight of refugees and migrants suffering at the border between Croatia and Bosnia to avoid the domestic political fallout that undertaking real migration reform would cause. This leaves the European Union the object of hypocrisy and political cowardice, professing support for human rights and protection for refugees while creating arrangements with third countries and closing borders to prevent migration flows into Europe in order to avoid undertaking challenging policy reform on a delicate topic which might cause political difficulty in the short-term.

Europe must make the difficult choice to undertake migration reform, despite the short-term domestic political consequences to live up to its ideals, or risk complicity in the misery and human rights violations of thousands of refugees, and suffer the erosion of its credibility as a proponent and guarantor of human rights.

III. GLOBAL ANALYTICO DRAFT SUBMISSION (EXAMPLE)

[Filename: D. Broll | Europe is Complicit in the Migration Crisis Unfolding in Bosnia | Draft 3]

Draft 3 | D. Broll

Europe is Complicit in the Migration Crisis Unfolding in Bosnia

In the aftermath of the 2014 European [migration crisis](#) in which thousands of migrants drowned in the Mediterranean Sea — and continue to do so attempting to reach safer shores — the European Union devised now-infamous [accords](#) with states such as Turkey and Libya to halt the flow of migration at its borders. In the seven years following their enactment, subsequent rulings of the European Court of Human Rights warned European policymakers about the inherent implications of such agreements, waves of public criticism have lambasted their use, and human rights organizations have spoken out in opposition to the practice of closing borders for political expediency. Today, their pleas continue to fall on deaf ears; the EU appears to have learned nothing from the experience, except how to better repeat it.

The ongoing crisis at the Bosnian-Croatian border is yet another chip in the EU's pillar of human rights, and brings further doubt upon the claim that the protection and safeguarding of human rights is among the EU's top priorities, if ever that was the case. Bosnia and Herzegovina is part of the well-known Balkan transit route for thousands of refugees and migrants fleeing war, poverty, and persecution in the Middle East and North Africa. The precarious situation of these migrants was already a complicated entanglement of perilous journeying, forced refoulements, and trampled human rights. With the outbreak of the Covid-19 pandemic, the subsequent unilateral self-isolation of the European Union, and the suspension of free movement through the Schengen Area by a majority of member states, the prospects for the safety and wellbeing of refugees and migrants grew even dimmer.

According to the European Civil Protection and Humanitarian Aid Operations, since the beginning of 2018, around 70,000 asylum seekers and migrants arrived in Bosnia and Herzegovina through the Western Balkan route. The United Nations reports that around 8,000 refugees and migrants remain in the country, unable to progress further.



"Chaos was the law of nature; Order was the dream of man."

— Henry Adams

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

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