

EAP UNGEI Newsletter Submission Guidelines

What's in the EAP UNGEI Newsletter?

The EAP UNGEI Newsletter is a quarterly e-newsletter, providing information on education and gender issues in East Asia and the Pacific to EAP UNGEI members and other interested persons. Its purpose is to provide a forum for the EAP UNGEI community to share current ideas, research, and insights. Each edition of the newsletter is focused on a specific theme within the realm of gender in education.

If you would like to contribute to the EAP UNGEI Newsletter, please send the material(s) along with the submission form for consideration to (eapungei@unicef.org) with the subject header: "Submission: EAP UNGEI Newsletter".

Below are specific guidelines for submission:

Article: submission requirements

- **Content must be relevant to gender in the East Asia and Pacific region AND the thematic focus area of that edition.** As reference, you may wish to visit our website and/or read current and previous issues of the EAP UNGEI Newsletter at http://www.ungei.org/infobycountry/2253_2290.html
- **All writing formats are accepted.** These include blog entries, publication reviews, event announcements, feature stories, news articles, etc. Work must be submitted as an email attachment in Microsoft Word format (.doc or .docx) or Rich Text Format (.rtf).
- **If a piece has already been published elsewhere,** please resubmit it as a synopsis or a summary of the original document.
- **We will acknowledge all submissions** but further contact with an author only if an article is chosen for publication.
- **Authors must provide accurate references for all data and information used.** We will not consider submissions that are not properly sourced. Sources should be cited in the article.
- **The working language of the newsletter is English.** Work in other languages will be considered on a case-by-case basis.
- **Although there is no word limit, articles are generally no longer than 1200 words.** Longer articles will be considered on a case-by-case basis. For longer articles, we recommend you contact the editorial board prior to submission.
- **The editorial board reserves the right to edit work that has been accepted for publication.** However, all changes will be sent to the author for final approval before being released.
- **There is no submission deadline.** We accept submissions on a rolling-basis. However, the lead time for any particular issue is approximately five weeks.

Photo: submission requirements

EAP UNGEI also welcomes photo submissions to accompany articles or as standalone submissions.

- Photos should be submitted in high resolution JPEG or GIF file by email to eapungei@unicef.org or mailed to the Secretariat on DVD/CD-ROM:

EAP UNGEI Secretariat
c/o UNICEF East Asia and Pacific Regional Office
19 Phra Atit Road, Bangkok 10200 Thailand

- All photos should be given proper accreditation. Please cite the photographer's name, affiliation and country.
- Please follow this guideline when taking photos of children:
 - a) You must receive consent from the parent, guardian or carer of any child or young person up to the age of 18, especially if they are clearly recognizable in an image.
 - b) Be sensitive when taking photos of children with disabilities.
 - c) Be inclusive. Include images of people from all different ethnic communities, backgrounds, sex, and socio-economic status.
 - d) Exercise caution at all times to make sure that only images of children in suitable attire are taken.

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Enquiries

If you have any further questions, please contact eapungei@unicef.org.