

***Communitas* Submission Guidelines**

Introduction:

We welcome submissions of articles that are noteworthy to the international community. As the name entitles, the main aim of the magazine is to promote community among all SCIS-HIS stakeholders as well as serve as an entertaining and educating source for the entire international community in the Shanghai-Hangzhou area. As such, our aim is for half of the magazine coverage to be about the happenings within the SCIS-HIS community and for the other half to be about noteworthy things of interest to the international community of Shanghai and Hangzhou in general. Lastly, we publish a magazine and not a newspaper, meaning that articles should not be a recitation of facts but should instead provide depth and human interest.

We receive a number of submissions for each issue, and publication is not guaranteed. The two biggest factors in determining publication is quality of writing and quality of accompanying photograph(s).

We publish 5 magazines per year. See below for the time periods and due dates.

- October 2015 “Academic Achievement” Issue. Due date **September 24th**.
- December 2015 “Talent in Art” Issue. Due date **December 1st**.
- March 2016 “Victory in Sports” Issue. Due date **February 29th**.
- May 2016 “Engage in Community Service” Issue. Due date **May 3rd**.
- June 2016 “Graduation” Issue. Due date **June 14th**.

Submission Guidelines and Process

Communitas articles tend to be between 400 and 700 words, but longer and shorter submissions are welcome. All articles are thoroughly reviewed and may be edited for style, length, grammar, and accuracy. Articles should be submitted in a basic word-processing format, with Microsoft Word or Apple Pages being preferred. This text should be free of embedded pictures and free of excessive formatting such as columns or highlighting (judicious & artistic use of bold, italics, or bulleting is acceptable).

Communitas pictures need to be high-quality. Simply, they should be sharp, well-lit, and professional. Out-of-focus images especially cannot be used. Technically, images should also be high-pixel-count JPG's. File sizes upwards of 1 MB are

preferred. Small file sizes of 100 KB or less cannot be used. Any modern digital camera made in the last five years is fully capable of achieving this (Smartphones do not count).

Submissions should be sent to *Mikael Masson* at mmasson@scis-his.org. Picture file sizes will most likely be too big to send through your email. We recommend using a simple email transfer service like www.wetransfer.com to zip and send everything at once.

Author's Note

Please include a brief 2-3 sentence bio note about yourself / your company. This is a great chance to introduce who you are / what your company does while also providing a place to link to your website.