



Co-Producing Knowledge

Formal Requirements – Checklist for Authors

We are looking forward to receiving your contribution for the boasblog [Co-Producing Knowledge](#). Before submitting, please consider the following guidelines. Please submit your contribution in **.doc or .docx** format. The texts may be written in English. Here's what the structure of your document should look like:

- a) **Title**, subtitle (if applicable), and author's name. Please do not format headlines with the corresponding function of your text editor. Just set them in bold letters for us.
- b) **Text body**: Length may vary, short is great, 3.000 words is substantial, if possible not more than 4.000 words. Please consult the preferences of the editors if in doubt. Subheadings within the text body should be set in bold, and NOT formatted as a headline by using formatting templates of your text editor program.
- c) **(Audio-)Visuals**: At least one image per blog post, but usually 2-5 high-quality, images, graphics, etc.
 - Images must be sent separately as .JPG or .PNG files in high quality, but not exceeding a maximum size of 2 GB. Image file names should be numbered consecutively and labeled with the author's surname to make transparent to which contribution they belong (e.g.: Authurname_image 1).
 - For each image, include a caption and the source/ copyright holder (photographer; written source) and...
 - ...indicate within the text body where exactly the images should be placed (ideally by a remark such as <insert image 1 here. Caption. Copyright.>)
 - Apart from images, audio files and videos can also be embedded in contributions, both such from other platforms (youtube, vimeo, podcast platforms, etc.), as well as your own recordings. We can upload any .MP4 or .MOV files to our data-protected university video portal in order to embed them within your blog post. For sending large files, you can use [justsendit](#), for example, without the need for registration.
 - *****important: The rights to any audiovisual content must be cleared by you in advance.** By receiving the images, we will assume that you have the printing rights! Each media content, be it an image or a video, require a caption and a source/copyright reference***
- d) **Short CV of the author(s)**: approx. 8-10 lines or more for multiple authors (possibly also other publications on the topic).
- e) **Footnotes**: As a rule of thumb (there are exceptions), we prefer no or few footnotes if possible. Referrals to external sites in the form of links that are inserted on buzzwords within the text, on the other hand, are very welcome. If you decide to use footnotes, format them with Word or any text editor program you use.
- f) **Bibliography**, if applicable. Please use The Chicago Manual of Style, 18th edition, author-date.

Please send your contribution to coproducingknowledge@boasblogs.org or to a member of the editorial team.