



Beyond Activism

Formal Requirements – Checklist for Authors

We are looking forward to receiving your contribution for the *boasblog* Beyond Activism. Before submitting, please consider the following guidelines.

a) Please submit your contribution in .docx format. The texts may be written in German or English.

b) 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.

c) Text body: Length may vary between 1500–3000 words. Here also: Please do not format headlines with the corresponding function of your text editor. Just set them in bold letters for us.

d) (Audio-)Visuals: At least one image per blog post, but usually 2-5 high-quality, images, graphics, etc. Please indicate which one should be the teaser image.

- Please send images separately as .JPG or .PNG files in high quality. 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, please include a caption and the source/copyright holder (photographer; written source)
- Please 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 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.
- **The rights to any audiovisual content must be cleared by the authors in advance. By receiving the images, we will assume that you have the publishing rights! Each media content, be it an image or a video, require a caption and a source/copyright reference**

e) Short CV of the author(s): approx. 8-10 lines or more for multiple authors

f) Footnotes: We prefer no or just few footnotes if possible. Referrals to external sites in the form of links that are inserted on buzzwords within the text are very welcome. If you decide to use footnotes, please format them with Word or any text editor program you use.

g) Bibliography, if applicable: Please use The Chicago Manual of Style, 18th edition, author-date.

h) Social media: Please provide a short text for the announcement of the contribution.

Please send your contribution to the editorial board at beyondactivism@boasblogs.org