

Contributor Handbook

Guidelines for *Mondial*

TABLE OF CONTENTS

Guidelines for Mondial	2
1. Alignment with Mission and Values.....	2
2. Originality and Uniqueness.....	2
3. Clarity and Writing Style.....	2
4. In-depth Analysis.....	2
5. Credible Sources.....	2
6. Relevant and Timely Content.....	3
7. Ethical Considerations.....	3
8. Compliance with Style Guidelines.....	3
9. Respect for Diverse Perspectives.....	3
10. Non-Political and Non-Promotional.....	3
11. Submission Deadlines.....	3
12. Editability and Cooperation.....	3
13. Publication Rights.....	4
14. Conflict of Interest Disclosure.....	4
15. Professional Conduct.....	4
Mondial Article Guidelines	4
Style Guide	5
Cross-Posting and Exclusivity.....	5
Style and Audience.....	5
Article Types.....	7
Author Disclosures.....	8
Photo Submissions with Articles.....	9
Style Conventions.....	10
References.....	10

Guidelines for *Mondial*

The following guidelines serve as a framework to ensure that contributions to *Mondial* exemplify a superior standard of quality, relevance, and integrity. Contributors are highly encouraged to meticulously review and adhere to these guidelines before submitting their work for consideration.

1. Alignment with Mission and Values

Submissions must align with the mission of the Citizens for Global Solutions (CGS) and World Federalist Movement - Canada (WFM-C), topics related to current events or contemporary global issues, offering a fresh perspective or a novel approach to a topic and using the language of diplomacy.

2. Originality and Uniqueness

Contributors are encouraged to offer original insights, innovative research, or unique perspectives on topics pertinent to world federalism.

3. Clarity and Writing Style

All submissions must exemplify professionalism, clarity, and engagement. Authors should strive for a polished and accessible writing style.

4. In-depth Analysis

Articles are expected to provide comprehensive analysis and well-substantiated arguments pertaining to the chosen subject matter.

5. Credible Sources

Authors are required to employ reputable and verifiable sources to corroborate their arguments and assertions.

6. Relevant and Timely Content

Submissions should address current events, emerging issues, or pertinent topics within the realm of global governance.

7. Ethical Considerations

Contributors must strictly adhere to ethical standards in research and writing, giving due credit to sources and avoiding any form of plagiarism.

8. Compliance with Style Guidelines

Authors should strictly adhere to the publication's use of the Associated Press (AP) AP style guidelines for formatting, citations, and referencing.

9. Respect for Diverse Perspectives

Contributions should exemplify inclusivity and respect for various viewpoints, fostering constructive and insightful discourse.

10. Non-Political and Non-Promotional

Submissions must refrain from advocating for specific political parties, individuals, or commercial interests.

11. Submission Deadlines

Authors are required to observe the deadlines set by the editorial team. Late submissions may be considered for future editions. Applications are accepted on a rolling basis.

12. Editability and Cooperation

Authors are expected to maintain an open and cooperative stance towards revisions and feedback from the editorial team, ultimately enhancing the overall quality of the piece.

13. Publication Rights

Authors grant the Citizens for Global Solutions and the World Federalist Movement - Canada the exclusive right to publish and distribute their work in "*Mondial*" and related platforms.

14. Conflict of Interest Disclosure

Authors must openly disclose any potential conflicts of interest, financial or otherwise, pertinent to the content of their submission.

15. Professional Conduct

Contributors are urged to uphold a high standard of professional conduct throughout the submission and publication process.

Mondial Article Guidelines

Articles will be evaluated based on the following criteria:

#	Criterion
1.	Contemporary Relevance and Significance Regarding Global Governance and/or World Federalism
2.	Credibility of Supporting Evidence
3.	Clarity of Message and Quality of Writing
4.	Originality and Uniqueness
5.	Alignment with <i>Mondial's</i> Mission and Respect for its Values

Style Guide

We welcome contributors from across the world and celebrate our global audience.

Cross-Posting and Exclusivity

WFM-C and CGS strive to amplify the voices of contributors from our global civil society and policymaking network and will consider cross-posting relevant, timely submissions that further conversations around global governance and world federalism. If your piece has been published or is under consideration elsewhere, please note which outlets it appears or may appear in when you send your submission to us. Please confirm that those outlets are not exclusive before sending the piece to us.

 **Important:**

Prior to writing or submitting a piece, please read our style guide below

Style and Audience

WFM-C and CGS publish concise, explanatory and analytic pieces geared toward a broad civil society and policymaking audience in the areas of global governance; transitional justice, including international justice; conflict and atrocity prevention; gender equality, especially in relation to Women, Peace and Security; and environmental justice. Our articles are meant to inform global actors while encouraging action and engagement in the global polity. While individual authors may advocate for various positions that are not representative of the World Federalist Movement as a whole, we seek articles that will engage with issues relevant to the Movement, in the areas mentioned above. WFM-C and CGS believe that by publishing a diverse range of views, the global conversation is enriched and the goals of World Federalism are advanced: namely, a democratic world government based on active contributions from civil society.

Our audience is broad and global, so please do not (over)use specialized jargon. Your readers may include diplomats, lawyers, policymakers, human rights advocates, journalists, grassroots activists, development professionals and academics all over the world, so specialized concepts should be briefly defined on first use. Because of our global reach, please refrain from using “we,” “our” or “us” to refer to your country, organization or movement; rather, just refer to the name of the country or entity you wish to discuss.

Style and tone should always be accessible and clear. Avoid long sentences and paragraphs and please use 3–4 subheadings, as applicable, to prioritize and clearly highlight key takeaways. This will increase the impact of your piece by allowing busy international professionals in a wide range of roles to quickly understand the aspects of your argument which are most relevant to them.

Article Types

Articles published in *Mondial* come in four main formats:

(1) Analytical opinion pieces that take a position in a current debate and recommend a specific course of action. These pieces should strive to identify an overlooked angle about a current topic in the public debate. They should be written in a concise and engaging manner that makes them both accessible and enjoyable to read. They should be in the range of 750 to 1,200 words to ensure meaningful engagement with the topic at hand without taking too much time from an overworked professional audience. The title should underscore the principle lens, conclusion or recommendation of the article. Hypothetical example titles might include:

- “Social Media Platforms’ Responses to Atrocities Show the Need for Updated Human Rights Frameworks”;
- “Three Trends in Gendered Violence Point to Heightened Atrocity Risks in Sudan”; or
- “Vetting the U.N. Secretary-General: Five Critical Questions from a Human Rights Perspective”.

(2) “Debate and Discuss” articles consisting of two or more authors presenting divergent viewpoints and analysis related to an ongoing legal or policy debate. We will share a call for submissions at least 8 weeks before each “Debate and Discuss” forum. Each author’s contribution should be less than 500 words. Please choose a title for your contribution that serves to summarize your position. For example, a forum discussion on “How Should Climate and Security Issues be Handled in the Context of Mali’s Peace Negotiations?” might feature the following contributions:

- “Mediators Should Demand an Inclusive Process for Diverse Climate Stakeholders in Mali”;
- “The International Community Must Avoid the Over-securitization of Climate Issues”; and
- “For Farmers in the Sahel, Conflict and Climate are Already Deeply Linked”.

(3) In-depth, analytical pieces examining the nuances of a particular legal or policy issue. These pieces may use more technical language in order to address a specialized topic with broad implications for a public debate, and may be between 1,000 and 1,200 words in order to delve more deeply into necessary details. An example of such an article might be: “Four Misguided Precedents that the ICC Must Address in Order to Fix Its Legitimacy Crisis”.

(4) Interviews with civil society actors, policymakers, or other leaders on high-profile issues of international legal and policy import. Interviews focus on the professional work, accomplishments and perspectives of interviewees.

Author Disclosures

 **Important:**


For full transparency, if you are actively involved in an ongoing legal or advocacy matter, please disclose that directly in the text of the piece.

- Please include a short biography (50–100 words) including relevant work and ongoing projects. Please also disclose such connections in your submission email as well.
- Please include your headshot in the Article Working Document provided. The document has some placeholders and clarification about the bio and photo.

Photo Submissions with Articles

Photos need to have a source and comply with the usage policy/license that's provided by the source of the photo. If we're not sure about the source of an image, it is likely that it will not be used in the article. That being said, our team can help identify images/graphics or create those (e.g., charts).

Example Photo Information:

<p>Photo</p>	
	<p>Link: https://en.m.wikipedia.org/wiki/File:Vladimir_Putin_and_Omar_al-Bashir_%282017-11-23%29_02.jpg</p> <p>Source: This file comes from the website of the President of the Russian Federation and is licensed under the Creative Commons Attribution 4.0 License</p> <p>Caption: Russian President Vladimir Putin with President of the Republic of Sudan Omar Bashir (November 2017)</p>

Style Conventions

Mondial follows a modified version of [Associated Press \(AP\) Style](#). Our more particular style conventions are outlined below.

- [Quick Reference Sheet](#)
- Single space after sentences
- If using acronym, be consistent. Use full term once then acronym rest of the article. Be consistent so if shortening UK also shortens US.

Important:

Please note that for the printed version of *Mondial* articles, we have limitations on the use of links (hyperlinks) and those will not be incorporated. All links will be available on digital versions (the website, PDF copies, etc.).

References

Print Version References

There is no bibliography with AP, so sources should be cited within the text itself, either through a link to the source if it is available online, or by referencing it directly with language like "According to a 2022 study by So and So..." with just enough information so that readers could find that study or source if they wanted to.

Digital Version References

To cite sources, please primarily use in-text hyperlinks. Limited footnotes (5–10) may be used for non-digital sources (such as interviews conducted by the author or archival research) to maintain detail and precision. As much as possible, our main audience should be able to easily access your sources.

Punctuation and Symbols

Use of the Oxford comma strongly supported, despite this being contrary to the AP style guide.

Abbreviations

Please spell out “United Nations,” “European Union,” “United States,” “United Kingdom” and similar names when used as nouns. When appearing as an adjective, abbreviations with periods (e.g., U.N., E.U., U.S. and U.K.) should be used (e.g., “The U.S. delegation and U.N. leaders departed the United Kingdom immediately following the conference in London.”).

When using acronyms, please spell out the official name of what the acronym stands for on the first reference, and utilize the acronym for all following references. Where official titles of entities or officials are especially long and elaborate, we encourage the use of common shorter titles in place of longer, official titles (e.g., refer to Britain’s “Foreign Office” as opposed to “the Foreign, Commonwealth and Development Office”). Likewise, for countries with long official names, use their shorter, more common names (e.g., “Syria” as opposed to “the Syrian Arab Republic” or “Sri Lanka” as opposed to “the Democratic Socialist Republic of Sri Lanka”).

Legal accuracy and human rights–compliant terminology

WFM/IGP supports compliance with international laws and standards, including human rights law, as a fundamental aspect of its commitment to global governance. Choice of terminology should therefore adhere to international legal standards, including human rights standards.

At times, phenomena or organizations may be commonly referred to in terms that improperly characterize their legal or ethical status. So, for example, when referring to “Islamic State,” please precede it with “self-styled” and follow it with “militant group” or “armed group.” (Authors may use “ISIS,” “ISIL,” or “Daesh” as preferred.) Crimes referred to in exculpatory terms, such as “honor killings,” should be prefaced with “so-called” or described more accurately (e.g., as “femicide”).

International justice discussions should likewise respect fair trial standards. For example, accused perpetrators should be referred to as such until they have been duly convicted, and crimes are “alleged” until a conviction is secured.

For quickly evolving terms implicated in human rights and social justice issues, we defer to the AP Style as a baseline. For example, please reference their policies on [gendered language](#) and on the [capitalization of Black](#) and Indigenous, but not of “white” when used in an ethnic, racial or cultural sense. Likewise, please follow AP Style on transliterations of non-Roman alphabets, such as in the case of “[Uyghurs](#).”