

Guidelines for authors

These guidelines specify the requirements for articles written for SALTO European Solidarity Corps Resource Centre.

Process for the article's development

- Call and selection process
- Attend the briefing with all authors
- SALTO ESC issues contracts with each author
- Provide your author's data (including a bio and picture)
- Deliver the first draft of the article
- Reviewing process (feedback from SALTO ESC)
- Finalisation of articles (incorporate feedback etc.)
- Proofreading, design etc. organised by SALTO ESC
- SALTO ESC pays the author's remuneration.
- Publication of articles (approx. 4-7 months after selection)
- Support the dissemination of articles – SALTO ESC might invite you to talk about the content in the frame of podcasts or articles

Author's data

For publishing purposes, we need the following data:

- Your full name, as it should appear in the publication.
- Links to your social media which you'd like us to share and cross-reference (Facebook, LinkedIn, Youtube, Instagram, Twitter)
- A good quality photo (preferably a headshot, between 400 KB and 4 MB of size)
- Personal bio (max 3 sentences, less than 150 words) - **see examples at the end of this document.**

Please provide your author's data in advance of the article by the given deadline.



Content: Abstract

Please provide an abstract of 100–150 words giving a brief, precise overview of the article, its content, methodology, and results. The abstract will be used to promote the article in the social media.

Avoid repeating the information contained in the title. Get straight to the point in the first sentence, which should state the research question or the goal of the investigation. Use short, clearly structured sentences without superfluous idioms or jargon. Name the key terms of the study and explain or define any new terms so that the abstract can be understood standing on its own. If necessary, references in the abstract should name authors with first name initial(s), the title of the work, and its year of publication.

See example at the end of this document.

Keywords

Please provide a list of up to five keywords below the abstract. The keywords should express the content of the manuscript. This keywords will be used in promoting the article in social media.

Content: Article Text

- Start the article with a short lead that brings out a bit of intrigue, puts up interest raising questions OR gives a quick overview of what the article is all about. When creating the article, think more like a journalistic article, rather than scientific article - while still being objective and grounding your arguments with evidence rather than opinion.
- Create subtopics that structure the article's sections accurately and help make the text better grasped for users.
- Have in mind the [youth work community of practice](#) as the main target audience, especially the community around international voluntary services and humanitarian aid. Make the content easily understandable and practical.
- Please follow this [English Styleguide](#) regarding Punctuation, Spelling, Capitalisation, Names and titles, Numbers, Abbreviations etc.



Content: Conclusion

The conclusion restates the central argument in a new way, reviews the paper's central topics and main points. Make sure the conclusion is more than just a summary of the main part of your paper: Think of what are the implications, follow-up questions and your final impression of the central idea you have presented?

Provide some insight: Your conclusion should leave the reader with a solution, an insight, questions for further study or a call to action. What are the implications of your argument? Why should anyone care? You'll want to answer these types of questions here and leave your audience with something to think about.

Formatting your article

The text should be prepared multiple line spacing using a 12-point font, and employing italics rather than underlining to highlight words or parts of sentences (except with URL addresses). All illustrations, figures, and tables should be positioned within the text at the appropriate places, and should be referred to in the text.

Sections

Number all sections and subsections as follows:

1. A-Level Subheading

1.1. B-Level Subheading

1.1.1 C-Level Subheading

Figures

All figures should be numbered in one consecutive series of Arabic numerals. Figures should contain all necessary information to be understood on their own without the need for readers to consult the text. Abbreviations should be explained in the Figure legend.

Tables



All tables should be numbered in one consecutive series of Arabic numerals. Tables should contain all necessary information to be understood on their own without the need for readers to consult the text. Abbreviations should be explained in a Table Note.

Quotes

Use double quotation marks for direct quotes and single quotation marks for quotes within quotes.

Citations and Reference List

Please make sure that facts and data are always referenced with a source. Make sure that personal opinion and conclusions can be clearly distinguished from references from other sources. Preferably but not exclusively, we are looking for easy to understand resources which are openly accessible and non-commercial. Whenever possible, please try to find a suitable link (for books you can use Google books or Goodreads, etc.), so the reader can move to the interesting reference easily.

We use the author-date system (also known as the Harvard system). Detailed instructions may be found in the Chicago Manual of Style (16th edition, sections 15:5).

Please follow the pattern of the following examples:

Book

Cohen, Albert K. 1955. *Delinquent Boys: The Culture of the Gang*. New York: Free Press.

Chapter of book

Link, Bruce G., and Ann Stueve. 1994. Psychotic Symptoms and the Violent/Illegal Behavior of Mental Patients Compared to Community Controls. In *Violence and Mental Disorder*, ed. John Monahan and Henry J. Steadman, 137–60. Chicago: University of Chicago Press.

Journal article

Farrington, David P. 1987. Predicting Individual Crime Rates. *Crime and Justice: A Review of Research* 9:53–101.



Please note that we have author first name written out in reference lists (rather than just the initial) and use headline case for all English titles of books, chapters of books, journals, and articles (other languages follow their own rules). If in doubt, please include more information rather than less.

Where available, URLs, URNs or DOIs for the references should be provided.

Text References

Without comma: (Cohen 1955)

Up to three authors, use all names: (Deane, Armstrong and Felson 2005)

More than three authors, use et al.: (Link et al. 2009)

Images and media

Together with your article submission, please provide at least 1 main matching photo that can be used alongside the article. Our preference are photos that you took yourself and that illustrate any aspect of the content you are writing.

Alternatively, you could also search free images that match – in any case, please ensure that the image is free to use or that you own the rights for the photo.

- Use images and media that are relevant to the overall subject matter on the page.
- Choose a photo that is clear and easy to look at, not containing too many little details.
- Do not use images that are obviously too “stocky” (= too generic, taken from a stock photo platform).
- Ensure your image doesn't include a trademark that could confuse visitors about the trademark owner endorsing or sponsoring you, your website, or your products. Brand names, logos, and even a few famous buildings have trademark protections. For example, if you have a website about running marathons, don't feature the Nike swoosh in a way that could make someone think Nike is supporting or endorsing you.
- If applicable, provide the external link of the image. Do not copy your image directly to the article - link it as a file or url that directs to the image.
- Include a short caption and ALT text (written copy that appears in place of an image on a webpage if the image fails to load on a user's screen) to the comment.
- For free images use:
 - <https://unsplash.com>

- <https://www.pexels.com/>
- <https://pixabay.com/>
- <https://drive.google.com/open?id=1J9vc-oqBPuKDt87TQ4zVTBLOPmfm3JCe>
- <https://commons.wikimedia.org/wiki/User:GPSLeo>
- Etc.

Submitting your article

To submit the first draft article, please send an e-mail to solidarity@salto-youth.net before the given deadline.

The articles should be attached to the e-mail as a Microsoft Word or RTF or ODT file, in A4 portrait format. A submission in PDF format is not acceptable.

Please double-check if your articles meet the content and formatting requirements. Even though proofreading will be contacted on our side eventually, please run your manuscript through spell checking (British English). Manuscripts must not exceed 3000 words.

Revision

Each submission will be screened by the SALTO ESC team staff to see whether it meets the call's aims and objectives. SALTO ESC reserves the right not to publish an article and reduce the author's fee accordingly, in case the outlined criteria are not met.

For the feedback on the article, SALTO ESC will upload your article with comments and feedback on a limited-access Sharepoint space and provide you the access link per email.

In this review stage, we expect you to work on the revision directly in this online-document, to prevent sending back and forth different versions of the document.

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Upon submitting a contribution, the authors certify that:

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Authors who submit the articles to SALTO ESC, agrees to the following terms:

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- Authors grant SALTO European Solidarity Corps Resource Centre rights to integrate the work, its title, and its abstract in databases, abstracting and indexing services, and other similar information sources.
- Austrian Law shall apply to this agreement.



Examples: bio and abstract

Bio examples

www.talkingsolidarity.eu/our-authors/



« Our authors

Susie Nicodemi

Susie Nicodemi worked for the UK National Agency of the Youth in Action Programme, and for the SALTO Cultural Diversity Resource Centre, before moving on to other programmes and projects in Europe and the wider world with the British Council. In her free time, Susie has been fighting against Brexit and is passionate about Europe and about Solidarity (in a geeky way). She is involved in various projects in the role of expert, trainer, rapporteur, author... and tries to balance working in international projects with local action in the community where she lives.

[in](#) [✉](#)

Detailed description: This bio card features a teal background. On the left, there is a circular portrait of Susie Nicodemi, a woman with short brown hair, smiling. To the left of the portrait is a decorative graphic of a dotted circle. Below the portrait is a small orange rectangular shape. To the right of the portrait, the text '« Our authors' is written in white. Below that, the name 'Susie Nicodemi' is written in large, bold, orange letters. Underneath the name is a wavy line separator. The main body of text is in white, describing her professional background and interests. At the bottom right, there are icons for LinkedIn and email.



« Our authors

Amr Arafa

... is a freelance consultant, trainer and researcher based in Cairo, Egypt. Amr believes in the impact of youth work and the efficiency of non-formal learning thus he turned these into his main areas of speciality. He works with several local and international institutions in MENA and Europe on designing and delivering educational programs for young people 15 - 30 years old.

Amr has amaster in Education and Youth studies from the University of Hong Kong, and a certified practitioner in Adult Learning by Calgary University in Canada and recipient of Community Leadership Certificate from George Mason University in Washington D.C. in US. He supports the autonomy of young people and transformative powers in them, and the importance of youth work to activate that.

[f](#) [in](#) [✉](#)

Detailed description: This bio card features a yellow background. On the left, there is a circular portrait of Amr Arafa, a man with a beard and short hair, wearing a dark blue shirt. To the left of the portrait is a decorative graphic of a dotted circle. Below the portrait are two curved lines, one purple and one teal. To the right of the portrait, the text '« Our authors' is written in white. Below that, the name 'Amr Arafa' is written in large, bold, blue letters. Underneath the name is a wavy line separator. The main body of text is in white, describing his professional background and interests. At the bottom right, there are icons for Facebook, LinkedIn, and email.

Abstract example

ABSTRACT

This paper draws on the concrete experience of working with a hard-to-reach target group facing several key markers of disadvantage, namely young migrants from Mali. The work featured is in the framework of the Berlin-based Solidarity Project “Café Bamako”. Solidarity Projects provide promising opportunities within the framework of the European Solidarity Corps for empowering young people with fewer opportunities. It empowers them to participate more fully in economic, social and cultural life. It presents potential pathways to social inclusion through fostering engagement with issues that are relevant to disadvantaged young people’s lived experience. The paper seeks to go beyond an understanding of solidarity that mainly applies to the support and assistance provided by civil society towards disadvantaged groups. It shifts the focus to the ways in which the young migrants can contribute to and enrich their own new communities – and in doing so, empower themselves – through their own civic engagement.

Contact

Any further questions or clarifications needed?

Contact: solidarity@salto-youth.net

