SOAS History Blog Style Guide
V1.3_2023

Contents of this Document

<u>Purpose of this Document</u>

This document is a guide for contributors of the SOAS History Blog. The aims and scope of the SOAS History Blog are detailed on the '[About Us'](#) page of the website. This document is not a set of concrete rules, but is instead meant as a way of guiding your process as you create your piece for publication. This guide is informed through our experience of creating and editing for the blog with the SOAS student, staff, and alumni community. In this guide you will find information on the editing and publication processes, how to submit your work to the blog, the information we need from you as a contributor, and several examples of how you might wish to structure your work.

These are not 'rules' and we encourage diversity of subject matter, formatting, language, and medium on our platform. If you do not see answers to your queries in this document, then please email us directly at soashistoryblog@soas.ac.uk.

Our Process and Further Information

Any SOAS student, staff, or alumnus can publish with the SOAS History Blog. You do not have to have experience in any content creation before contacting us. We will tailor our support to your needs. There are several processes we usually set up with new contributors. If you are new to the blog, we suggest you follow these steps:

1. Check out our Content

   We strongly encourage contributors to have a look around the blog website when deciding what to create. We host a variety of content styles and media of various lengths, so having an idea of what we've published before can help. Use the search bar function on our homepage if you are looking for our previous publications on specific subjects. Check out our Twitter, Instagram, and SoundCloud profiles for an idea of how we promote our content.

2. Email Us

   Email us (soashistoryblog@soas.ac.uk) with your idea – be it written, audio, or something else. Give us an idea of what you would like to write or podcast about, and an idea of how long you'd like it to be. If you don't know, that's fine, send us an email telling us this.

3. Video Call Us

   Once we've received your email, and especially if you've not created a piece with us before, generally we set up a short 15-20min video call with you. We will do this through Zoom, Skype, Teams, etc., whatever works for you. If you would prefer to correspond over email only, we can do this, but we encourage you to speak with us through video call as this helps us gauge what support you might need, if any. In the course of this call we will determine:

   i. The subject and scope of your content
   ii. The medium you will use (written or audio – or something else, get creative!)
   iii. The length of your submission
   iv. The language/languages for your submission (we accept submissions in any language)
   v. The citation style for your submission
   vi. The deadline for your first draft

4. Create Your Contribution – and send it to us on time!

Once we have settled on the length, format, and deadline for your first draft, you can go ahead and create your piece. If you need specific help with contacts, room bookings, research, or writing, please let us know. We're here to help with all of that and more. It is crucial that you meet the deadline we mutually set for you, and tell us as far in advance as you can if you need more time. We set out our publication schedule based on these deadlines, and we aim to prevent delays as much as possible. Missing your deadline means we may push your publication date by several weeks or even months, so please keep us informed.

i.   Citation Style

We generally accept any citation style as long as it is internally consistent with your submission.

ii.   Images

We are an online, blog-style platform. As such, we rely heavily on visual content to engage audiences. If you are creating a written piece, please see the Written contributions section below to make sure you include the right amount and the right kind of images with your work.

5. The Editing Process

Depending on what you send us your piece will normally go through at least two rounds of edits. We are not a peer-reviewed journal, but we do aim to uphold academic integrity to the highest level. Our first edit will concern mostly structure and proofreading, as well as any research queries we might have. We may make suggestions on content, length, and further research. Once you have addressed these edits, we may then send your piece to a Special Editor. The Special Editor is usually a SOAS staff member or alumnus with expertise in your area. If you have a suggestion for who to contact for this, let us know, otherwise, we will contact the relevant staff or alumnus. Once the Special Editor has returned their comments and you have incorporated their feedback, generally we can start to create the final edit of your piece with you. If you are creating a podcast, please see the Podcast section of this document. Once you are happy with the edits, we will move to the next stage.

Podcasts: If you are creating a podcast, the process is slightly different, but will also include several back-and-forth communications. Please read the Podcast section.

6. Upload and Publication

We will handle all uploading of your content including your Contributor Profile and your content images. Once the upload is complete, we will decide on a publication date, and let you know when this is. Our publication dates may change, and we will let you know if this happens. This is to allow for news events and 'urgent' pieces, editorials, events, and projects that may need promotion sooner than your piece. As we are a blog platform rather than a journal, we need to ensure that your piece is published in the most ideal context through our social media pages. So we may bring forward or push back publication dates to ensure the best coverage for your work. Once published we will send you an email with your contribution URL, the links to our social media posts. *Please share these widely!* You may see us advertising your work again in the future, but we will not re-edit or re-publish your work without your prior permission.

It is important that you understand that submitting to the SOAS History Blog does not guarantee publication. There are various issues which may prevent publication, not least of which the quality of your contribution creation and research, or unforeseeable circumstances involving SOAS IT guidelines and social media policies. However, it is highly likely that we will agree to work with you to publish your piece, and it is highly likely you will be published if this happens. *Once your piece is published it is also important that you understand that you are responsible for the content of your work once it is live.*

Personal Details and Further Information

For further information on the aims of our platform, follow this link.

For further information on our Community Policies, follow this link.

For information on our Plagiarism, Publications, Ethics, and Safe Spaces, and IT policies, follow this link.

The SOAS History Blog follows the GDPR policies of SOAS University of London. We store your personal information on secure systems, and only publish the personal details you wish to appear in our Contributor Profile page and your article pages.

How to Submit Your Work

Please don't send us a contribution without emailing us about your idea first. To submit your work to the SOAS History Blog please include the following information in your submission email:

1. Submit Contribution Files as Email Attachments

   Submit all files via email to soashistoryblog@soas.ac.uk as attachments. *Please do not send a google doc, sharepoint doc, etc.* We do not always receive these on time and we cannot edit efficiently using these services. Attach your contribution document and your profile image as files to your email.

2. Embed All Images

   If submitting a word document, embed all your images within the document. See the Written and Podcast guidelines below for further information.

3. Include Your Contributor Profile Information

   In the body of your email include your Contributor Profile information.

4. Make Sure we have Your Work

   Make sure you have received confirmation that we have your work, if you do not receive confirmation from us within a week, please email us again.

Contributor Profile

We include a small profile on all contributors at the end of your content pages. We also include your name and profile image on our Blog Team and Contributors page. When you submit your first draft make sure you include the following information in your submission email:

1. **Your name** (as you would like it to appear)
2. **Your pronouns** (please tell us if you do not want your pronouns included)
3. **2-4 sentence bio** (here are some examples of what you might want to include)
4. **Your image** (a head and shoulders photo of you, please attach this as a .jpg or .png file; please tell us if you do not want your image included on your contributor profile.)
5. **Networking links** The URL of any professional website or social media profiles you would like publicly highlighted (e.g. LinkedIn, Twitter, Instagram, personal website, professional emails, etc.)

Written contributions

If you are submitting a written piece please use the following formatting:

1. Make it a Word Document (.doc, .docx)
2. Use Arial or Times New Roman Font, size 12
3. Send as attachment
   Please do not use google doc or sharepoint links.
4. Embed all Images

   i. Select 3, 4, or 5 images to include in your piece; make sure they are .jpg or .png files.
   ii. Embed them within the document roughly where you would like them to appear
   iii. Include a caption for each image
   iv. Include Alternative Text for each image. Here is a guide to Alt Text.
   v. Include a URL for each image (where applicable)
   vi. Use only open-source images. Here is a guide to open source images.

5. Other Embedded Content

   We can embed YouTube, SoundCloud, .gif and other video, image or audio files. Please include the same information as you would for images.

Podcast contributions

During your initial video call or email with us we will determine the editing style and details of your podcast. We use a particular formatting style for our podcasts, and publish them through SoundCloud, though we are open to discussing other formatting styles with you. Please see our Examples section to ensure you understand how your podcast will be presented. When submitting an audio recording, please use the following formatting:

1. Make it a .wav file

   Ensure you convert any audio file submitted to .wav before you send it to us.

2. Edited vs. unedited audio files

   i. In your initial video call we will determine whether you are editing your sound file, or we are editing your sound file.
   ii. *If we are editing your podcast:* Send us your recordings as .wav files, and any other audio you would like to use. This may be .wav or .mp3 music or diegetic (atmospheric/non-voice noise) audio files, or audio from a YouTube,

Vimeo or a SoundCloud file. Ensure that you provide us with timestamps for all audio, and URLs where applicable.

iii. *If you are editing your own podcast*: Make sure you include URLs to all audio you have used, as well as written permission for any third-party audio that you use that is more than 10 seconds long. *Contact us if you are unsure about the length of the sample you have used, or the permissions you might need.*

3. <u>Send as an attachment</u>

Please do not use google doc or sharepoint links if possible. If we have agreed that you are sending a large file, please send a shareable link, not a link that needs permissions to access.

4. <u>Include a Cover Image</u>

i. Select 1 image for your 'cover', this will be used on the SoundCloud and webpage to represent your recording; make sure it is a .jpg or .png file.
ii. Include a caption for the image.
iii. Include Alternative Text for the image. Here is <u>a guide to Alt Text</u>.
iv. Include the URL for the image (where applicable)
v. Use only an open-source images. Here is <u>a guide to open source images</u>.
vi. Attach this to the email along with your <u>Contributor Profile</u> image

Examples

The following links lead to examples of different kinds of contributions from across the SOAS History Blog. This is not an exhaustive list and is meant only as a guide. If you would like to submit something which needs special formatting considerations, <u>please tell us this in your initial email.</u>

<u>Written pieces:</u>

- Short-from reflection using hyperlinks:
  Maybe Skip That? By Sarah Gray
- Short-form piece using Chicago citations:
  Queer Baroque by Joe Nickols
- Long-form piece using hyperlinks, embeds, and Chicago citations:
  Ibrahim Elias Gejou and Old Babylonian Omens by Nadia Ghanem
- Long-form piece using Harvard citations:
  Remembering the French Nation through Colonial Forgetting by Darja Wolfmeier

<u>Podcast pieces:</u>

- Short-form interview using Zoom video-conferencing to record
  Ep 1: *Black Caribbean Experiences of Racism*
- Short-from interview using field-recorder
  Ep 3: *Sudanese History through Music*
- Long-form panel discussion cut down from live event
  Ep 5: *Family Histories of Migration*
- Long-form documentary style episode
  Ep 10: *Part 1, Poetic Knowledges and West African Histories [Live Recording Event]*

Please note that podcasts will be uploaded to SoundCloud and will include short contributor profiles and a full transcription.

- Transcription example 1
  Ep 6: *Nada Moumtaz*
- Transcription example 2 (2 part podcast)
  Ep 4: *The Ramayana – Parts 1 and 2*