



SUBMISSION GUIDELINES

Women in Urbanism

CONTENT

We value featuring a wide range of content, including pieces that could be read on a short bus or metro ride, as well as longer articles exploring an issue in depth.

Our website features a broad range of content, including interviews, research articles, essays, opinion pieces, photo series, and project briefs, among others. Our goal is to capture the vibrancy and energy of a magazine while keeping in mind our diverse readership. We strive to offer something for everyone across the globe.

We seek pieces possessing the following qualities:

- **Captivating:** Irrespective of the subject matter, the article should be written in a way that grips a broad range of readers.
- **Articulate and Persuasive:** The article should present a compelling argument, leading to a clear and concise conclusion.
- **Geared towards an educated reader while avoiding assumptions of specialist knowledge:** Keep in mind that the intention is to make the subject more appealing and comprehensible to a general audience.
- **Supported by specific examples or personal anecdotes:** Whenever feasible, include case studies or personal experiences that can breathe life into the article or share reflections on the topic's direct impact.

TOPICS & THEMES

At Women in Urbanism (WiU), we focus on issues through the lens of inclusivity and gender equality in urban spaces. Visit our [website](#) to learn more about some of our wide range of themes.



SUBMISSION GUIDELINES

As we prioritise publishing a wide range of content at WiU, we remain flexible in contribution length depending on the type of content. Additionally, submissions can be brief in nature or with a primary focus on visual elements.

Before submitting any written work, please carefully review the following guidelines to ensure a successful submission:

1. Your submission must be original and not previously published. In some cases, we may republish your article given the significance of the topic and permission of the original publisher (you should get their permission before sending it to us).
2. Include a brief abstract (50-150 words) summarising your piece.
3. Co-authorship is allowed for up to two authors.
4. Heavily plagiarised content will be promptly rejected.
5. Keep your title concise, ideally fewer than 10 words or 100 characters.
6. The name of the file should match the exact title of the article.
7. Clearly state the names of the author(s), institutional affiliation and position, educational qualification, and email address at the top of the piece and in the email body.
8. Submit your work in .doc/.docx format (Word Document) only; PDFs will not be accepted.
9. Ensure that your final draft meets your satisfaction before submitting it, as we cannot consider multiple drafts.
10. If you notice a factual error in your draft, please email us to flag the error and provide a solution without sending a new draft.
11. All selected submissions will receive proper credit on our website and social media platforms.
12. All content must be submitted in English. We are happy to publish translated versions upon approval of the English version by our editors (see Publishing process for more details).
13. All the submissions should be sent through email to joinus@womeninurbanism.be with the subject line as follows: WiU publication_ (content type) submission_(date).



Word Limit:

- Blogs / Essays / Photo Series: 500 - 750 words
- Case Studies / Opinion Pieces: 800 - 1500 words
- Articles: 1000 - 2000 words
- Project briefs: 800 - 1200 words
- Interviews: 800 - 1200 words
- All other content: 500 - 2000 words

Note: We're not looking for:

- Lack of Authority: It is crucial to stay within the realm of one's expertise and experience when discussing a topic. This approach ensures that the content being conveyed is both accurate and reliable. Further, to avoid any confusion among those who may be unfamiliar with technical language, we suggest avoiding the use of jargon.
- PR: We do not publish PR or marketing pieces discussing your company's latest product or an event you organized. If you do use examples from your organisation to bolster a point, we ask that you also furnish additional examples to ensure a comprehensive argument.
- For event-related communications, kindly contact us separately at joinus@womeninurbanism.be with the subject: Event_(Title)_(Location)_(Date)_platform collaboration. Our team will get in touch with you to discuss the potential collaboration.

WRITING STYLE

1. We strive to produce content that is clear and concise, avoids jargon, and includes a well-formulated position or stance on topics that pique our readers' interest.
2. To substantiate any assertions you make, provide hyperlinks to relevant online sources.
3. When referencing a non-online external source, adhere to the American Psychological Association (APA) style guidelines for proper citation.



4. Ensure that all information is seamlessly integrated into the text, and avoid using footnotes.
5. When submitting written work to WiU, please ensure that it stands alone as its own complete piece, even if it is part of a larger body of work or journal article. If the work is a summary or excerpt, please provide a link to the original publication. We prefer open-access sources over paywalled ones.

REVIEW AND PUBLISHING PROCESS

1. The Editorial Board has a review period of up to 14 days for submitted content.
2. Our editors may fact-check certain points or request additional supporting information.
3. Following approval, there may be a brief exchange of correspondence before we publish your content:
 - a. Our editors may offer feedback to improve the readability and comprehensibility of your work.
 - b. If significant changes are made, we will send you a final version to review before publishing online.
 - c. If you have previously submitted your work elsewhere, please notify them of your acceptance by WiU.
4. We carefully choose headlines and images that accurately reflect your content while also resonating with our audience. While we welcome your suggestions or concerns, please be aware that we maintain editorial control.
5. We will send you a link once your content is published. If approved for publication, we are happy to include translated versions, either provided by the author or through a trusted third party. Please note that any translated versions will appear alongside the English version rather than in lieu of it.



Publishing Terms:

- By posting content on our website, you are authorising us to copy-edit, republish, and reproduce your blog in any medium without any other clauses or Conditions.
- If you decide to publish your blogs elsewhere, kindly provide a hyperlink to the WiU website as the original place of publication (except for articles republished on WiU).
- All content contributed to WiU is accessible to the public under the name of the author or expert.
- If you have any inquiries or doubts regarding our Publishing Terms, please don't hesitate to contact us.

PHOTOS, VISUALS & OTHER GRAPHICS

While not required, adding a visual component to your article is always appreciated.

1. If you choose to include photos, please ensure that they are high-quality and high-resolution images and that you have the appropriate rights to use them, whether through a Creative Commons license or otherwise.
2. When submitting your piece, please attach the photo(s) to the email along with your Word document and provide an appropriate caption, including the date taken and proper credit.
3. It's important to note that our editors have the final say on whether or not to approve or reject any images that are included in your article.
4. We strongly encourage the use of original photos that are relevant to the written content, accurately portray the local context, and avoid perpetuating stereotypes or biases.

BIOS

Kindly provide a concise bio about yourself in the third person, limited to 100 words. You may also attach a high-quality photograph to be published alongside your bio. If applicable, we recommend including links to your professional website, Twitter handle, and LinkedIn page to enable readers to connect with you.



YOUR SUBMISSION

The editors are eagerly waiting to hear from potential authors and are always happy to discuss ideas and answer any questions you may have.

1. If you have any inquiries or wish to submit your material, please send it to joinus@womeninurbanism.be.
2. Additionally, we recommend using WeTransfer to send your files, especially for attachments larger than 25 MB.