

PUT YOUR NEWS OR STORY IN PRINT FOR THE WORLD



CONTRIBUTOR GUIDELINES

*You are encouraged to contribute your unique perspective to SpandaNews,
a bimonthly electronic newsletter for the NGO community worldwide.*

The Spanda Foundation is a transnational NGO whose mission is to promote awareness and understanding of cultural, educational, health and environmental issues that advance human progress and enrich communities towards a more just, sustainable, and peaceful world. www.spanda.org

READERSHIP The readership of the *SpandaNews* is non-governmental organizations (NGOs), multilateral organizations, UN agencies, corporations ranging from international law firms to investment banks, current as well as former diplomats, and individuals interested in increasing their own awareness of the state of our planet.

SpandaNews

SECTION I **SPANDA NOTICES & NEWS** – News, notices, and updates of Spanda projects; trends and challenges faced by Spanda; ongoing NGO programmes and efforts within the community or nation. Preferred length of article is 500-800 words.

SECTION II **NGO RESOURCES** – Articles with educational and/or informational content, reports of events, conferences, seminars, foundations, grants, helpful tips and/or websites of relevance for the NGO community worldwide. Preferred length of article is 800-1200 words.

EDITORIAL GUIDELINES

WELL WRITTEN Articles or reports are to be well written, taking into account writing technique, grammar, spelling, etc., in clear, jargon-free English. Using the active voice, the tone should be informative, probing, and comprehensible to readers outside the specialty of the article.

ARTICLE FORMAT 10-12 point font (preferably Arial or Times New Roman); 2 cm side margins for notations; double or 1.5 line spacing; page numbers placed at the bottom-centre of each page; Mac, or MS-compatible file (preferably Microsoft Word). Use an informative title for the article. List all authors, in the form of first name, middle initial, last name, followed by mailing address and email address.

INTRODUCTION Begin the article with a brief introductory section for the topic being discussed.

BODY The body of the article should express the relevance of the topic to the NGO community and NGO operations. Points to consider as you write your article: How does the issue relate to NGOs? What can NGOs learn from the article? Does the article provide practical guidance to NGOs? Does the article note sources of information (e.g. links) that can be useful to NGOs?

BIOGRAPHY Include a brief biography (25-50 words) with your submission.

PERMISSION TO PRINT Unless otherwise indicated, we assume full reprint permission of any article received. If your material is copyrighted, we assume you are giving authorization to publish it. Spanda reserves the right to accept or reject any article query or article submitted.

FACT ACCURACY Research for your article should be organized and readily available. Ensure that facts are correct, research is as current as possible and primary sources are cited. Authors are responsible for all facts, including dates and correct spelling of people's and organizations names. Spanda reserves the right to edit submissions as they see fit.

PHOTOS Photos enhance the appeal of your article. Photos can be accepted in jpg or bitmap format, with captions and credits provided. Please do not send original images.

SENDING ARTICLE Send your submission for *SpandaNews* to newsletter@spanda.org, with the subject line "News Submission." We are unable to respond to writers whose article is not used.

DEADLINE The 1st of the month is the deadline for a submission to be reviewed and considered for the upcoming issue.

FINAL NOTE Since the *SpandaNews* is a complimentary service, Spanda is unable to pay news contributors. Spanda reserves the right to make changes to these guidelines at any time.

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