

REACH Blog Submission Guidelines

Please carefully review the guidelines below before sending in a written work. The editors are happy to discuss ideas with potential authors and respond to any inquires. Blog submissions should be sent to reach@gse.harvard.edu with the subject line: “**REACH Blog Submission.**”

Focus

- At REACH, we engage in Research, Education, and Action to create Change and Hope. In collaboration with educators, policymakers, and researchers, we work to ensure that all young people have access to inclusive and quality learning; the chance to develop relationships of belonging; and the ability to create future opportunities. [Click here](#) to read more about **our Vision**.
- The REACH team welcomes contributions on **topics related to welcoming communities and quality education** in settings of migration and displacement.
- **Our audience** includes educators (students, parents, teachers, and school leaders) across the globe, as well as policymakers and researchers interested in issues of education in settings of migration and displacement.

Length and Format

- For readability and accessibility purposes, we will only consider submissions that are **between 500 and 750 words** in length. Exceptions may be made if deemed appropriate by the editors.
- Please submit your post as a **Word document** (.doc, .docx) or a link to a **Google document**. PDFs will not be accepted.
- If possible, please **include 1-2 high-quality images/photos** (JPEG/PNG/TIF format) with your submission. These may be ones that you have taken yourself, or that you have the rights to. When submitting, please provide an appropriate caption, with date taken and appropriate credit. The editors reserve the right to approve or dismiss the image(s) that

accompany every piece. NB: We prefer original images that are directly related to the written subject, and accurately portray the local context and do not perpetuate stereotypes or biases.

- **Keep your title brief**, ideally no more than 10 words and/or less than 100 characters. Titles are what grab a reader's attention. Please ensure that the title clearly communicates the topic and conveys the essence of the piece to the reader.
- All content must be **submitted in English**. That said, once approved for publication, we are happy to post a translated copy(-ies), provided that the translation is done either by the author(s) herself/himself, or through a trusted third party of the author's own accord. Please note that any translated version(s) will be posted alongside, rather than in lieu of, the English version. We strongly encourage authors to avail of the opportunity to translate their text into the working language of the context of interest, so that the post can reach more audiences.
- We encourage authors to use **section headers** in bold font to break up the text and guide the reader.
- We ask that all authors **include a short biography** (100 words max), as you want it to appear in the publication. Biographies should include your name, your institutional affiliation and position, and the nature/ focus of your work. We also ask that you provide a link to your LinkedIn page and/or professional website, as well as any relevant social media handles (if applicable), where readers can follow up with you for any additional information.

Audience and writing style

- We strive to produce content that is **clear and concise, avoids jargon, and includes a well-formulated position or stance** on an issue of interest to REACH's audience.
- Please submit written works as **standalone pieces**—even if it is part of, or summarizes, a larger body of work or journal article. (If the latter, please share with us a link to the original publication.)

- If you wish to have your piece published on our website, but it is already published elsewhere online, please clearly state so in your email. You must include a link to the original source for reference. We also ask that you seek permission from the original publishers before reproducing content.
- **To get a sense of what topics we write about and publish on**, please visit our [Key Topics page](#). Contributors may also wish to visit our [Covid-19 page](#).

Referencing

- Please **use hyperlinks** in your text to direct readers to online sources (as appropriate), especially if you are making claims that might be contentious. We recommend not including more than 10 links per article.
- If citing an external source that is not available online, please make sure that your references are done in the **American Psychological Association (APA) style**. For more information, please visit the [Purdue Online Writing Lab](#).
- Please **avoid using footnotes**; instead, integrate material directly into the text.

Editing Process and Publication

- Submitted works will be reviewed by the REACH editorial team. If we are interested in your blog post, you can expect to hear back from us via email. Our editors will do their best to respond to each request as quickly as possible. However, due to our small staff size, **please expect a turn-around time of 7-10 working days**.
- Once a submission is approved, there tends to be a **brief back-and-forth period** before posting any content. In some cases, editorial feedback may be given to enhance readability and accessibility. If substantive changes are made, the editors will send the author(s) a final version to review prior to online publication.

For further information and to submit an article, please email us at reach@gse.harvard.edu.

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