BT2P Newsletter Fall 2021: Guidelines for Submission

General Guidelines

All written pieces should be approximately 600-800 words.

While writing, please remember to use full names and titles (not acronyms, especially those that are campus-specific), and to cite any data, claims or quotations (brief in-line citation is fine, with a list of references at the end.) The Newsletter will publish in Chicago style. Adhering to that manual is ideal, but if that is not possible, staff will edit the piece for style.

Multimedia submissions (such as illustrations, graphic art, videos, music, etc.) pertaining to the BT2P mission and the theme of the current issue are welcomed and encouraged. This type of submissions can be reflective, expressive, and/or theoretical or present a campus initiative or project in a creative way. In-process submissions are acceptable, though high-quality images (or embed codes for audio or video) will be needed for publication.

Schedule

See the schedule below for when to submit a piece for our Fall 2021 Social Justice issue.

- **Ideas and proposals for submissions due July 21, 2021**
- **First draft of work due August 28, 2021**
- **Final draft of work due September 27, 2021**

Submissions are encouraged at any point in time for consideration in later issues; all submissions undergo review for relevance to BT2P’s core priorities and the theme of the current issue. An email blast distributes the Newsletter to our network of higher education partners, including faculty, staff, students and organizations.

Ideas for submissions — brief proposals (100-200 words), not complete pieces — should be sent to the Communications and Public Outreach Coordinator, Kelly Jones, at kelly@bttop.org.