



THE MCAA NEWSLETTER

Editorial Guidelines - Instructions for submission

Premise

The **MCAA Newsletter** is the main communication channel for and about the Marie Curie Alumni Association (MCAA) community. **The MCAA Newsletter is a publication venue for science communication and public outreach.** Its main aim is the **dissemination of information** about past and current: (a) MSCA projects (Doctoral Networks, Postdoctoral Fellowships, Staff Exchanges, COFUND, MSCA & Citizens); and (b) activities of MCAA Chapters and Working Groups, events, and members' achievements.

The primary readership is formed by all MCAA members, that is, scholars from STEM, Humanities, and Social Sciences. **Please consider that your text will be read and should be understood by scholars working on topics very distant from yours, and adjust your style accordingly.**

Type of articles

We welcome a vast range of articles, like:

- articles presenting current MSCA projects, providing a general overview and/or initial or mid-term results.
- articles on MSCA projects that have already concluded. In this case, especially if the project ended more than two years ago, please do not simply present the project and its results, but provide some additional background such as how being part of a MSCA project has impacted your career or how your research has set the stage for current work in the field.
- "where are you now" articles, with an emphasis on how being an MSCA fellow or being part of the MCAA has impacted your career.
- articles about recent or upcoming events and activities organized by MCAA Chapters or Working Groups.
- articles on personal experience as a MSCA fellow and/or MCAA members.

If your topic does not fit the list above, please write us with your pitch.

Submission

Articles should be sent in WORD format (.doc or docx) exclusively through the form available at the following address: <https://forms.monday.com/forms/b44349be65fbe5bba320946753d3c00e>. The file should be named using the surname of (one of the) the author(s) and a short title: **Surname_ShortTitle.doc**



Publication schedule

Your text will be published in the first free slot available, meaning it may not be published in the issue closest to your submission.

Article's length

The MCAA Newsletter accepts articles between 750 and 1500 words. Texts outside this range may be considered on a case-by-case basis.

Structure of the article

1. Title

Short and snappy is best. The title should not run more than 8 words. It should be written in the active voice and the present tense.

- *Example of Active voice: **MCAA project educates youth***
- *Example of Passive voice: **Youth are educated by MCAA project***

In general, the title should be relevant to the subject. Try to avoid question and exclamation marks.

2. Teaser

One or two short sentences. Do not use complex, non-everyday terms. Before writing, ask yourself: What is the essence of the article? The teaser should convey this main message. Together with the title, the teaser must 'hook' the reader's interest.

3. Article body

The text should be broken up by subheadings, which help readers scan the text to find what they are looking for and have a clearer overview of the topic and presentation. Subheadings should not be longer than 5 words.

- *Examples of subheadings: **A tale of two scientists** and **What's next?***

Write the text of your article always using the active voice. Possibly, paragraphs should not run longer than 35 words.

Bullet points add variety to the layout. Best to present a list using bullet points rather than commas. However use bullet lists sparingly.

Highlight important keywords or in bold text. Never use italics or underlined text. The font we use does not have italics.



Style/tonelanguage: The MCAA Newsletter accepts articles in English. Please write in simple English. This does not mean dumbing everything down. It means ensuring you are explaining things in a way that a broad audience can understand. Avoid jargon. If necessary to use it, then explain it. A good platform for testing how accessible your article is for lay readers, is the readability checker: <http://www.thewriter.com/what-we-think/readability-checker/>. A good score to aim for is 65.

Spelling: American English or UK English are fine as long as the article is consistent with only one style.

Avoid excessive use of quotation marks.

4. References

- references, if any, should be put as endnotes.
- References should follow the APA 7th edition style: <https://apastyle.apa.org/>

5. Images

Together with the article, please submit two images as separate files.

Images should be high definition (300 px).

Further information

For further details, please read the file "Editorial Rules - Instructions for authors" that is available on the MCAA Newsletter website.