

MCAA NEWSLETTER

Editorial Guidelines for Articles

Premise

Please keep in mind what the platform and target audience of the MCAA newsletter is, and write accordingly.

The MCAA Newsletter is the main communication channel for and about the MCAA community. It aims at disseminating information about the activities of our national chapters and working groups, events, partners, and especially MSCA projects (Individual Fellowships, RISE, ITN, and COFUND). **It is a platform for science communication and public outreach, not for highly technical papers.**

The primary readership is formed by all members of the Marie Curie Alumni Association, 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 results
- articles on MSCA projects that have already concluded. In this case, especially if the project ended more than 2 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 network has impacted your career
- articles about recent or upcoming events [organized by MCAA local chapters or working groups]
- articles on personal experience as a MSCA fellow and/or MCAA members
- articles on activities of MCAA working group or local chapters

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

Submission

Articles should be sent in WORD format to news@mariecuriealumni.eu. 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Your text will be published in the first free slot available, meaning it may not be published in the issue closest to your submission.

Structure of the article

1. Title

Short and snappy is best. The title should not run more than 10 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. So before writing, ask yourself: What is the essence of the article? Whatever it is, the teaser should convey this main message. Together with the title, the teaser must 'hook' the reader's interest.

3. Article body

Articles should be 750 words maximum. If longer than 300 words, 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. Subheadings should not be more 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, possible sentences should not run longer than 35 words.

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

Put important keywords or points in bolded text to highlight. Avoid use of italics or underlined text.

Style/tone/language: 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: always use British spelling of words (e.g. colour, programme, etc.).

Avoid excessive use of quotation marks.

4. References

- references, if any, should be considered as endnotes.
- Include maximum 4 references.
- References should follow the style adopted by Science: <https://www.sciencemag.org/authors/instructions-preparing-initial-manuscript#science-citation-style>