

# *International Educator*

## **Writers' Guidelines**

*International Educator (IE)* is the flagship bimonthly magazine of NAFSA: Association of International Educators. Published since 1990, *International Educator* strives to

- Help students to become global citizens;
- Connect international education administrators, faculty, students; and
- Advance international education to foster worldwide understanding.

### **Mission Statement**

*International Educator (IE)* is the flagship bimonthly magazine of NAFSA: Association of International Educators, the leading association in the field of international education and exchange. *IE* maintains the highest standards of intellectual quality, editorial excellence, and design to service its readers who are working worldwide to advance international education and exchange. In tandem with NAFSA's values, *IE* publishes articles with the belief that international education advances learning and scholarship, builds understanding and respect among different peoples, and enhances constructive leadership in the global community.

*International Educator* maintains the highest standards for intellectual quality, editorial excellence, and design. To continue the highest editorial integrity, *IE* is guided by an editorial advisory board comprised of leaders in the field of international education.

The magazine publishes original and provocative essays on new and major issues and trends in the broad field of international education. It is our hope that the magazine will articulate the views and concerns of international educators, serve as an outlet for creative thought, and impress policymakers and opinion leaders at all levels with the rewards and benefits of effective international exchange programs. Consistent with the goal of stimulating and promoting discussion on international educational issues, the editors welcome responses to the magazine's contents from readers around the globe.

### **What We Publish**

In addition to news and full-length investigative and issue-oriented feature articles on trends in international education, *IE* also has several columns and departments.

***Frontlines***—Covers developments in advancing international education policy.

***Across Cultures***—Highlights current trends in higher education in a particular country outside of the United States.

**Voices**—Features an interview with a prominent leader with a passion for advancing international education.

**Groundwork**—Focuses on the nuts and bolts of a particular issue in international education and its ramifications for the field.

**Education Abroad**—Provides “how-to” advice on a unique aspects of the education abroad advising career.

**Foreign Student Advising**—Provides “how-to: advice on a unique aspect of the foreign student advising career.

**Apropos of...**—A forum for international educators where readers have the opportunity to continue the dialogue of a given forum topic by submitting their own essays.

**A View from Out Here**—A first-person narrative about international education experiences to provide insight and inspiration.

**Forum**—An opinion essay on a hot topic in international education.

**In Focus**—The last page of the magazine that features photographs depicting scenes that bring the words “international” and “education” to mind. Photos are accompanied by paragraph-length essays that define the images’ relevance.

## **Submissions**

*International Educator* welcomes submissions of original essays on major issues and trends in the broad field of international education. It is suggested that potential authors contact the editorial staff of *IE*, prior to submission to discuss the proposed topic, length, and other parameters. Articles will be scheduled for publication at the publisher’s discretion and will be edited to conform to the magazine’s style and format.

Submissions and ideas for articles can be e-mailed (preferably as MSWord documents) to [elainal@nafsa.org](mailto:elainal@nafsa.org) or be mailed on a CD with a cover letter to the NAFSA Office c/o Elaina Loveland, managing editor. Submissions should adhere to the editorial guidelines set forth in *The Chicago Manual of Style, 15<sup>th</sup> Edition*. Articles will be scheduled for publication at the editor’s discretion and will be edited to conform to the magazine’s style and format. Articles submitted will generally be acknowledged within 30 days of receipt. Disks will not be returned unless accompanied by a SASE.

The magazine seeks submissions from outside the United States. Contributors are encouraged to send photos and illustrations, particularly as accompaniments to submitted copy.

## **Manuscript Preparation**

Manuscripts should be double-spaced in 12-point font.

Include biographical information including a daytime telephone number and e-mail address.

Feature articles should be approximately 3000 to 4000 words in length. Columns should be between 1800 and 2000 words in length.

Please do not submit a simultaneous submission (a manuscript that is under review at another publication).

We cannot return manuscripts submitted to us for review.

## **Accuracy and Completeness**

Copy should be accurate. *International Educator* cannot assume responsibility for the accuracy of facts, figures, or names in submitted copy. Before submitting material, verify the spelling of names, titles, countries, and institutions. Use full names of organizations and agencies when first mentioned and provide abbreviations or acronyms in parentheses following. Abbreviate thereafter. Verify titles and quotations from printed sources. Confirm any deadline dates in your copy.

## **Style and Format**

In matters of punctuation, abbreviation, capitalization, and so forth, follow the *NAFSA Style Manual for Writers and Editors*. For additional guidance, consult the *Chicago Manual of Style*, 15<sup>th</sup> edition.

## **Editorial Policies**

All articles submitted to *International Educator* are subject to editing for clarity, grammar, and length. Headlines may be rewritten by the editor. It is *International Educator's* policy to add bylines if an item results from research shows creative effort in assembling information from diverse sources, or presents an interpretation or point of view.

## **Acceptance and Publication**

We will acknowledge your manuscript upon receipt. The decision to reject or accept an article is made as quickly as possible and we aim to inform authors of a decision within four weeks. As a bimonthly magazine, we plan several months in advance for each issue. Once your article has been accepted, the managing editor will contact you.

## **Photo Submission Guidelines**

Photograph submissions are considered for *IE's* "In Focus" department. *IE* can accept photos in either digital or physical formats. Please follow the guidelines below to ensure that your submission is usable.

1. Digital files (less than 1MB) may be sent on CD or via e-mail to Elaina Loveland, managing editor, at [elainal@nafsa.org](mailto:elainal@nafsa.org). Files must be high resolution of at least 300 dpi in either TIFF or JPEG format. (The total size of the e-mail must be under 1 MB. You may need to e-mail the text and photos separately to make this work. If so, please make sure that each e-mail indicates that it is part of the submission). If the files are too large for the e-mail method, we can give you instructions on uploading them to our FTP site.

2. Physical photos as 35 mm slides or prints (no larger than 11 x 17 inches) are also acceptable. (Note: If you want artwork returned to you, include a SASE).

Along with your photos, you will need to send us a text file (MS Word, etc.) with 200 words about the photo(s) and why it is important in your understanding of a person, place, incident, etc. in international education.

The editors will select a submission from among those sent to include in the next available issue of *IE*. If your photos are selected, we will send you a release form to grant us permission to publish them in *IE*.

### **Copyright and Permissions**

Authors published in *International Educator* sign an agreement that grants NAFSA, the publisher, permission to publish the work in both print and electronic form. Authors whose material appears in *IE* are free to use the material elsewhere with one exception: authors may not submit work to other publications covering the international education field. Authors whose material has already appeared elsewhere before being submitted to *IE* are asked to inform NAFSA of such preexisting commitments and intentions. Although *IE* is copyrighted, NAFSA generally grants requests for permission to reprint material appearing in the magazine to other publications if the author wishes to republish an article elsewhere if it is not in international education field. Requesting reprints of articles for distribution are available through our reprint supplier, Reprint Management Services. To inquire about reprints, call 1.866.867.0161 or e-mail [nafsa@reprintbuyer.com](mailto:nafsa@reprintbuyer.com) to talk to a reprint specialist who will provide a price quote and discuss printing and customizing options.

### **Frequently Asked Questions**

#### **Who reads *IE*?**

*IE* readers are members of NAFSA: Association of International Educators, higher education administrators at all levels, faculty members, graduate students, business executives involved in international education, and policymakers and legislators.

#### **Who writes for *IE*?**

*IE* accepts contributions from members as well as nonmembers.

### **Does *IE* assign articles to professional writers?**

Yes, occasionally *IE* assigns articles to professional freelance writers. If you are a freelancer interesting in writing for *IE*, please send your resume and two clips to Elaina Loveland, managing editor. Freelancers may also submit article queries.

### **Can I submit a finished manuscript?**

Yes. You may submit a finished manuscript.

### **How do I submit a manuscript or story idea to *IE*?**

Send an e-mail message to Elaina Loveland, managing editor, at [elainal@nafsa.org](mailto:elainal@nafsa.org).

### **Is *IE* peer reviewed?**

While *IE* does have an editorial advisory board, it is not a peer-reviewed scholarly journal. *IE* is a news and feature magazine that strives for journalistic excellence. *IE* does not publish scholarly papers and generally discourages extensive footnotes and references.

### **Does *IE* publish book reviews?**

No, *IE* does not have a book review section. Although the magazine does not publish full-length book reviews, it does mention recently published books in our news department. If there is a book that you think *IE* should mention in the magazine, contact Elaina Loveland, managing editor at [elainal@nafsa.org](mailto:elainal@nafsa.org).

### **How can I subscribe if I'm not a member of NAFSA?**

Nonmember subscriptions are \$35 per year (5 issues at the cover price and 1 free) in the United States. Nonmember subscriptions outside the United States are \$48 in Canada and Mexico and \$63 elsewhere in the world. Subscriptions are payable in U.S. dollars drawn on a U.S. bank, or by Visa, Mastercard, or American Express. Single issues: \$7, plus shipping and handling. To subscribe, call 1.866.538.1927 (toll free) or 1.240.646.7036.

### **How can I get copies of back issues of *IE*?**

To order back issues for the cost of \$7 plus shipping and handling, call 1.866.538.1927 (toll free) or 1.240.646.7036.

### **How can I order reprints of articles that have been published in *IE*?**

To inquire about reprints, call Reprint Management Services at 1.866.867.0161 or e-mail [nafsa@reprintbuyer.com](mailto:nafsa@reprintbuyer.com) to talk to a reprint specialist who will provide a price quote and discuss printing and customizing options.

**Who do I contact for more information?**

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