



'Un seul monde' – Guidelinesⁱ

The blog on international cooperation and solidarity

'Un seul monde' ('One World') is a collective, multidisciplinary and francophone blog on cooperation strategies and development issues. It aims to contribute to the debate on the future of international cooperation and solidarity in Quebec and Canada.

EDITORIAL LINE

- The blog's objective is **to inform** the public and **stimulate reflection** on various themes and current news/events related to international cooperation and solidarity, and **not to promote organizations, programs, projects or campaigns**.
- The topics covered are broad in nature and may include:
 - **Thematic issues** such as human rights, humanitarian response and the emergency-development continuum, environment, poverty reduction, gender equality, risk and security management, empowerment, health, education, diplomacy, etc;
 - **Contextual issues** such as Canada's Feminist International Assistance Policy, role of the private sector, funding, Sustainable Development Goals, political and economic situation in different countries and regions (Sahel, Asia), etc;
 - **Current issues** including humanitarian aid in situations of natural disaster or conflict, war in Ukraine, etc.

TERMS AND CONDITIONS

- If contributors wish to write on behalf of a parent organization, **it is their responsibility to obtain the agreement of the organization** before submitting their articles.
- **We reserve the right to publish or not publish submitted articles.**
- **We reserve the right to reproduce, on the Université du Québec en Outaouais (UQO), OCCAH and AQOCI websites, the articles published in the 'Un seul monde' blog hosted on the website of the Montreal Institute of International Studies (IEIM).**
- **We reserve the right to remove any factually inaccurate content.** If factual inaccuracies are detected after publication, they must be **corrected within 24 hours** of the error being reported by contacting the blog coordinator.
- If you notice any **spelling errors following publication**, please contact the blog coordinator.
- **All articles are accessible for free** and will be for the entire duration of the blog. There is no limit to the number of articles that can be viewed.
- Contributors **will not be paid** for their articles but will be given **great exposure**.



NON-EXCLUSIVITY

- **We do not require exclusivity of articles**, which means that you may publish all or part of an article that has already been published elsewhere. However, you must provide the blog coordinator with written permission from the original source where the article was published (an email is sufficient).
- **We also allow articles published on the 'Un Seul Monde' blog to be published elsewhere** (the non-exclusivity is thus in both ways), **as long as the following sentence appears at the beginning/end of the article**: "This article was originally published (in part or in full) on the 'Un seul monde' blog (with a link to the article on the IEIM website)." Although optional, an email to the coordinator notifying him or her of this re-publication would be greatly appreciated.

TEXT

- **Language: French only**
- **Style:** Articles must be **accessible to the general public** and **avoid using hermetic terms or referring (without explanation) to events or documents** known only to professionals and academics in the field of international cooperation. The writing style is that of a blog and is very similar to the style used for a **journalistic article**. The articles most appreciated by readers are generally those that adopt a **writing style in the form of informal dialogue**. This accessibility to the general public is **an essential element** for the 'Un seul monde blog', one of the objectives being to inform, raise awareness and interest a public that is not generally involved in issues related to international cooperation and solidarity.
- **Format:** Approximately **1,000 words**. It is the responsibility of the contributors to synthesize their article in order to **meet the word count before submitting it to the blog coordinator**.
- **Titles and subtitles:** The **title of the article should not exceed 70 characters (including spaces)**. We strongly encourage contributors to **subdivide their articles by using subtitles** to facilitate reading.
- **Hyperlinks:** Hyperlinks are the **primary form of referencing and are widely used in any form of blogging**. We strongly encourage contributors to use them by inserting the hyperlink to the relevant word or group of words. Hyperlinks can lead to web pages in English and French only.
- **Feminization:** The blog adopts a **feminization policy for texts and titles in accordance with AQOCI's gender-neutral writing policy, available [here](#)**. When a gender-neutral formula cannot be used, it is recommended to use a truncated formulation with the use of a hyphen. *Ex. : Les participant-e-s devront se présenter à la réunion à 15h.*
- **Quotes:** Quotes should be **indented** by mentioning the source in the sentence that introduces the quote.
- **Italics:** Italics are used in the following cases: **titles of books, newspapers, magazines, television shows, movies, etc.**



- **Quotation marks:** Quotation marks are used in the following cases: **chapters of books, newspaper articles, magazine articles, television episodes, etc.**
- **Enumeration:** When enumeration is used, we encourage the use of **bullet points** for ease of reading.
- **Bibliography/References:** Since these are not scientific articles, **no reference list or bibliography will be included** - not at the end of the text, not as a footnote, not as an author-date method. Therefore, if you wish to refer to a report or article, please insert the hyperlink to the word or group of words to which the report or article refers. If there is no hyperlink for a source you wish to cite, simply include the reference in the sentence itself. For example: "According to the report/article published in... by..., there is...".

IMAGES

We strongly encourage contributors to attach an image to illustrate the theme of their articles. It is their responsibility to make sure that the image is free of rights. It is also possible to send an "image gallery" to the blog coordinator that will be included at the end of the text. Please provide a **short caption** explaining the image(s) in question.

PERSONAL INFORMATION

- **Professional title, institution of affiliation** (required)
- **Biographical lines** of 50 words max (optional)
- **Social media (personal accounts):** Twitter, LinkedIn, etc. (optional)

EDITING PROCESS

- We reserve the right to make **minor changes** in style (spelling, grammar, syntax) and layout without validation.
- In the case of **significant changes** (full sentence, full paragraph), the article will be resubmitted to the collaborator with a **24-hour deadline to validate the changes**. If the coordinator does not receive a response from the collaborator within this time frame, the article will be published with the said modifications.
- In the case of **major modifications** (a modification affecting the meaning of the article), the contributor will be given **72 hours to validate the proposed revision or make the necessary changes to the text**.
- If accepted, the submitted article **will be reviewed by the blog coordinator and at least one member of the editorial board**. The coordinator will contact the contributor to inform him or her of its publication once the article is posted.

¹ Inspired by the guidelines developed by the founder and former coordinator of the Blog, Charles Saliba-Couture, as part of the partnership between the Observatoire sur la coopération internationale du Centre interdisciplinaire de recherche en développement international et société (CIRDIS), based at UQAM, the Association québécoise des organismes de coopération internationale (AQOCI) and Huffington Post Québec.