



## YDS Submissions Guidelines and Editorial Process

At YDS, we want to ensure you can produce a positive, insightful and well researched article that will be of interest to our readers and upholds the integrity and reputation of YDS. Don't worry, we have an established editorial process and a set of submissions guidelines to make the process quick and hassle free.

### Submissions Guidelines

- Articles must be 500 to 1500 words in length. Longer submissions are considered upon request
- All articles must have a title, an introduction, body and conclusion. Abstracts are not required, however in longer pieces (> 6 min read), a summary may be requested for the beginning of the article
- Submissions should be evidence-based and should rely on information sourced from reputable, credible, preferably peer-reviewed research. This does not, of course, prevent you from expressing your opinion on a topic. Your opinion, or unique take on a topic, is encouraged.
- The article should present its content as efficiently as possible, with no unnecessary material included in the text.
- Articles must be aimed at readers who are expected to be moderately educated on your chosen topic. It should appeal to both industry professionals and be readable for those with modest experience or knowledge
- For authors providing research findings of statistical significance, a level of 0.05 or lower must not be used.

### Publishing Guidelines

1. **Full disclosure:** during the article submission process, all authors will be required to confirm that the article has not been previously published
2. **Copyright transfer:** a signed, scanned YDS copyright assignment form will be returned to either the Senior Editor ([submissions@theyoungdiplomats.com](mailto:submissions@theyoungdiplomats.com)) or the editor-in-chief ([editor@theyoungdiplomats.com](mailto:editor@theyoungdiplomats.com)) before publication.
3. **Originality:** the author's submissions should be an original work that reflects the opinion and/or research undertaken by the author

4. **Accuracy:** authors are required to present an accurate representation of any secondary research, external source or opinion, used in the construction of their work
5. **Verification:** authors should be willing to reply to any reasonable request from editors for materials, methods or data necessary to verify conclusions drawn by the author in their work
6. **References:** articles must be fully references using single word (or few word <4) hyperlinks. A reference list of all hyperlinked works may be requested to enable the editorial team to verify facts and statements presented in the article. This reference list will not be published.

## Editorial Process

At YDS, we have a four-step editorial process designed to ensure your article is of the highest quality upon publication. This process includes:

**Stage 1A: The pitch (*optional*)** – this is where you tell us what you would like to write about. It should be a brief (< 150 word) statement that includes:

- Your topic, idea, or interest area. Try to be as specific as possible
- Your expected word count or a decision on whether you would like for your piece to be detailed or brief
- The intended style of the piece (e.g. an Op-ed, policy brief, investigation, commentary, informative or persuasive piece)
- When you are expecting to have completed your first draft or an indication of your availability to work on the piece.

You do not need to send us a pitch. However, it is often helpful to brainstorm your ideas with us. We can help you develop your idea and provide you with some direction. It is also a useful step to clarify what kind of articles we have coming up on our publications schedule to make sure your idea hasn't already been covered.

The next step is to write a first draft. [Make sure it meets the submissions criteria above!](#)

**Stage 1B: The first draft** – once your pitch has been approved, or once you have a first draft you are satisfied with, your draft will be reviewed by our Publications Team and considered for future publication.

We cannot guarantee that your first draft will be accepted by our Publications Team. However, we will provide a constructive and informative review of your work that will provide you with guidance for future drafts. Revisions of the first draft may be accepted down the track, so don't give up!

Should your first draft be approved by our team, you will then be sent a Copyright Assessment Form. A signed and scanned copy of this form must be returned to your editor before we publish. [Make sure you are compliant with our publishing guidelines above!](#)

At this stage you will also be introduced to your editor. You should also ensure that your draft is accessible via Google Docs. Please do not send Word Docs or PDFs.

## Stage 2: First to final draft

Now your draft has been approved and you have been assigned an editor, you and your editor will work on your piece until the editor is satisfied with the final draft. All these edits will occur through Google Docs. They will 'suggest changes' and it is your job to consider, accept or reject the changes and ask for clarification. You should notify your editor via email when you have completed these.

Your editor may request re-writes, revisions, or other substantive edits. Do not be discouraged if this is the case. This is a normal and necessary part of the editorial process. Throughout the process, your work will be treated with honesty, respect, and concern for improving on what is already written and elevating your unique voice.

### **Stage 3: Final draft to publication**

Once you and your editor are satisfied with the final draft of your piece, it will be sent by your editor to our Senior Editor. They will then either approve of the final version or ask for further revisions.

Once approved, the Senior Editor will ask you for an 'author bio'. This is a 1-2 sentence self-promotion opportunity. For example, "[X] is a student of/ works for... They have special interests in a, b, c."

They *may* also ask if you would like to be tagged in our promotion material across our social media. If asked, you may wish to provide the Senior Editor with links to your Facebook, Instagram, LinkedIn or Twitter accounts. This is not a guarantee step or a requirement from you.

### **Stage 4: Publication**

Once the Senior Editor is satisfied with your final draft and has received your Copyright Assignment Form and author bio, a team of editors will proofread your work and it will be scheduled for publishing.

Once your article has been published, our editor-in-chief will be in contact with you to thank you for your work and to congratulate you on your publication. Please check your article on our website and let us know as soon as possible if you notice any errors in your work.

It is important to note that permission to write for YDS does not guarantee publication. On the rare occasion that an article is found to be unsuitable for publication, authors will be notified via email.

## **Contact**

To submit any pitches or first drafts, or ask questions you have, please contact our Senior Editor at: [submissions@theyoungdiplomats.com](mailto:submissions@theyoungdiplomats.com)

Should you have any feedback, please contact our editor-in-chief at: [editor@theyoungdiplomats.com](mailto:editor@theyoungdiplomats.com)

## **Some Final Tips**

1. Check out [our website](#) for inspiration
2. Keep an eye on your emails – all our correspondence with you will happen via email. It is important to be checking them as frequently as possible to keep abreast of any updates or requests by us
3. Keep communicating – if you need an extension, some further clarification or would like to refute any changes made to your work, please let us know!
4. Until publishing, you can withdraw your article at any time. However, please know that our publications team is entirely voluntary. We are working hard for you. Please be respectful of us and our time.