



# FORUM

*Discussing international education*

## *Forum magazine author guidelines*

*Forum* magazine is the EAIE member magazine, read by thousands of professionals in higher education across Europe and beyond. *Forum* provides engaging, timely and opinion-rich content which has a clear focus and serves to instigate further thinking and debate on important and emerging topics in the field of international higher education. The magazine is published three times a year, in spring, summer and winter. We welcome contributions from both EAIE members and non-members.

Each edition of *Forum* is centred on a theme, containing articles which explore the theme from a variety of viewpoints. The themes are chosen to reflect current topics of interest in the field of higher education.

### **Points to consider before submitting your article:**

#### **BE INTERNATIONAL**

*Forum* is an international magazine, with a focus on international higher education. Articles can address local events or country-specific developments but should still have an international appeal.

#### **BE OBJECTIVE**

The EAIE is a non-profit association and this is reflected in the content of our magazine. Commercial content, intended to highlight one company or institution over another, will not be published, unless it is specifically centred on a case study which provides valuable information to readers.

#### **BE UP TO DATE**

Our stories need to tell readers what's happening now and what's happening next rather than what happened in the past. Articles that are highly time-sensitive may be old news or no longer of interest by the time *Forum* reaches our members, so make sure your idea is forward-looking.

#### **KEEP IT JOURNALISTIC IN STYLE**

*Forum* magazine is not intended as a scholarly journal, it is a journalistic magazine which focuses on lighter content appealing to a broad section of higher education professionals. The use of references in your article is acceptable; however we do ask you to keep the number of references to below eight to avoid publishing lengthy bibliographies.

#### **CONSIDER YOUR AUDIENCE**

Before writing your article, consider who exactly you are aiming your article at: Managers of international offices? Administrators? Student counsellors? Ensure you keep them in mind as you compose your article.



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### **Formalities:**

- We recommend you read a few previous articles from *Forum* to get a better idea of style and content.
- Please submit your article in Microsoft Word format.
- Your article should be between 800 and 1200 words in length.
- You are welcome to submit any photos or images you feel would be appropriate to accompany the article. The best format to submit photos and images is JPG. Please don't simply insert into images into your Word document – we cannot use these.
- We feature authors on a Contributors page, so if accepted, we will send you a few questions to answer about yourself. Some of your answers will then be featured on the Contributors page.
- We only accept articles that have not been previously published elsewhere.
- By submitting an article for EAIE *Forum* you agree to be bound by the terms of the EAIE *Forum* Magazine Article Submission Agreement.
- Submissions are made on a voluntary basis. We do not pay authors for their articles.
- If accepted, your article will be copy edited by our editors to ensure it fits the house style. If more detailed changes are required, we will contact you and either request you make the changes yourself, or we will do so. Original titles or sub-headings are subject to change.

Please remember that all articles are sent to the Publications Committee for consideration; publication is not guaranteed.

To view the upcoming *Forum* themes, please check [www.eaie.org/forum](http://www.eaie.org/forum) or contact [publications@eaie.org](mailto:publications@eaie.org).

We look forward to receiving your articles!

**EAIE Publications**