**Guidelines for the Submission Paper**

*2022 Water and Gender Equality Contest for Youth Engagement in the Asia and Pacific Region*

 

**WWAP’s LOGO**

1. **Introduction**

The objective of this submission paper is to present / promote successful cases on gender-transformative action or measures in the water sector, and expand the lessons learned by sharing these best practices on the global level. The paper aims to produce an infographic or any other type of promotional materials to raise awareness on such successful ‘water and gender equality’ cases.

1. **Contents of the paper**

There is no strict writing format. The author can freely address the respective idea. However, it is recommended to follow the brief guidelines suggested below.

|  |  |  |
| --- | --- | --- |
| **Structure**  | **Content** | **Note** |
| **Introduction** | * General introduction
 | Word LengthNo more than 3,000 words |
| **Body** | * There is no fixed format. However, detailed information and clear explanation about a chosen theme should be included.
 |
| **Conclusion** | * Summarize the content of the main body and highlight the main argument
* Optionally provide an outlook for future work/action
 |
| **Bibliography** | * Reference list (APA 7th edition)
 | Not included in the total word count |
| **Author Information** | * Brief biography
 | Mandatory  |

* The manuscript structure (bold in the chart), which is a typical essay format, is not changeable. Using those words as headings in the manuscript is not required.
1. **Text Format**

During the writing process, writers must submit their work using the text format below:

* Document S/W: Microsoft Word
* Open a blank Word document and apply the default settings and styles.
* Font: Times New Roman
* Italics should be used for emphasized words or phrases in running text, but do not format entire paragraphs in italics.
* Bold formatting should only be used for headings.
* Font Size**:** 12
* Length: 2,500-3,000 words (max. 3,000 words), Single-spaced
* Reference: APA 7th Edition
1. **Description Method**

Please bear in mind that this project targets not only experts but also the general public as a whole. The contents should be interesting as well as informative, while being understandable by a wider audience and hence free of jargon. We encourage the writing to have the following attributes.

* Factual, informative and as objective as possible
* An analytical commentary combined with a narrative
* Reader-friendly
* Preferably from the perspective of the Multi-stakeholder Call for Action ‘Accelerating gender equality in the water domain’
1. **Language**

*American English* should be used for the consistence of the whole manuscript. Please check for the consistent spelling of names, terms, and abbreviations, including all the captions of tables and figures before the final submission.

Where vernacular language is used in the paper, an English translation has to be followed with parenthesis.

e.g. 한글(Hangeul, Korean Language), La fête de la Musique (Music Festival)

\* The submission paper shall be free of negative stereotyping/discriminatory, racist or violent-inciting speech.

1. **Visual Materials**

Materials (graphs, photos, drawings, etc.) graphically representing the following items can be submitted no later than 12 September 2022 with the revised final manuscript and list of graphic materials in the form (see the Annex 2 of this file).

* Field pictures
* Personal photos of holder, bearer
* Maps, or Scenery pictures
* Visual artistic representation
* Others visual or pictorial materials relating to the projects

The materials should be submitted according to the technical specifications listed below:

* Format: TIF, JPEG, PNG
* Resolution: over 300dpi (minimal)
* Size: (larger is better)
* Color: CMYK

We highly recommend that you submit as many photographs as possible. All photographs should be provided with captions as well as the copyright holder and the year of the copyright.

Please put the charts onto the article with clear captions and numbers, and specify the locations and captions of the graphic materials on the manuscript.

For the submission, considering the size of the files, google drive or other sharing platforms such as WeTransfer are preferred.

1. **Copyright**

*Grant of Rights*

All submitters shall agree to grant the organizers and partners permission to use video/paper and personal information by submitting the permission forms attached in the Application Form.

Your work should be original. The submitter shall take charge of all the issues that may occur due to the use of visual materials, references, and copyright issues.

*Visual Materials*

All materials must be accompanied either by a non-exclusive cession of rights document granting permission for use in any format (see the Annex 3 of this file). If any, please indicate conditions to be respected in terms of images solicited from the third party. Ensure all third party permissions have been obtained.

*Manuscripts*

The writing team (or the authors) should take charge of supervising the contents. Quality control including plagiarism should also be dealt by authors. The infographic or a case-study book will be published in 2023, and it will not represent the views of i-WSSM.

1. **Timeline**

Please bear the timeline in mind and submit the final paper in time.

|  |  |  |
| --- | --- | --- |
| No. | Items | Deadline |
| 1 | Call for Participation |  ~12 September 2022 |
| 2 | Submit the application & full paper including Photographs, Figures, etc.  | 12 September 2022 |
| 3 | Notify the selected authors | TBD |
| 4 | Awards Ceremony | TBD |
| 5 | Transfer the honorarium | Within 2 months after the final submission |

1. **Final Check and Submission**

Please see the check list before the final submission (see the Annex 1 of this file).

Ensure the manuscript should be complete and final. Also, please double check you have kept to the length stated above.

Submit your completed manuscript with the files below to the secretariat

* Original text files (Word format) and the figure files with original format
* A PDF file of the manuscript and figure files. Especially if the text and the figures contain special characters or unusual fonts, please check the PDF to ensure that text appears as it should
1. **Contact Information**

For more information or inquiries, please contact the following persons:

* Person in Charge: Ellie Dahae Park, Programme Specialist (i-WSSM)
* Contact Info: watergendercontest@gmail.com

**[Annex 1] Submission Check List**

|  |  |  |
| --- | --- | --- |
|  | List | Check |
| Author | * All author names included
* (Email address, Biography and other information are mandatory)
 | □ |
| Text | * Headings and the body texts consistently styled
* No heading levels skipped
* Being free of racist/discriminatory language
 | □ |
| Reference | * Reference list included at the end of the paper
* Citations in body text agree with reference list
* Reference list style follows Chicago Manual Style
 | □ |
| Electronic Manuscript | * Prepare Microsoft Word document and PDF file of the manuscript with all fonts embedded
* Photographs saved separate files in the specific format suggested in the guideline
 | □ |
| The below should be submitted separately from the manuscript |
| Visual Materials | * At least five photographs separately submitted
* All the photographs meet the specifications suggested in the guidelines listed in Annex 2
* State captions and copyrights of the photographs in the body text
* Attach the cession of rights
 | □ |
| Figures(table, graphs, etc.) | * Consecutively numbered within the paper
* Save each figures separately in the original file format
 | □ |

 We recommend to go through this check list before the final submission.

**[Annex 2] List of Visual Materials**

Please fill in the table and submit it to the secretariat with the materials.

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**[Annex 3] Cession of Rights (Sample)**

[*Letterhead, if possible*]

[*Date*]

[*Person in charge*]

[*Name of organization*]

[*Address*]

Letter of confirmation

1. It is hereby confirmed that [*Name*] grants to the [*Institution*] the non-exclusive right to use the following material(s), in whole or in part, solely for non-profit educational or public information uses.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title  | Format | Year | Credit | Identifier |
|  | photo |  |  |  |

1. [*Name*] grants the non-exclusive right to sub-license the materials to the International Centre for Water Security and Sustainable Management (i-WSSM) to use the material(s) in whole or in part, solely for non-profit public information uses. They will be uploaded and publicly serviced through i-WSSM website.
2. The material(s) has/have been prepared with the consent, cooperation, and participation of the relevant organizations and individuals and in no way violate or infringe upon any existing copyright or license.

On behalf of the [*Organization/institution*, *position*],

[*Name of material provider/creator*]

[*Signature*]

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