

UCD Today Editorial Note - 2011

How to submit an article for consideration?

A 'call for articles' email is issued by the Editor to all College Principals, Institute Directors and Heads of School/Unit. Communications Officers and regular contributors are also contacted. UCD colleagues who wish to be added to this mailing list should email communications@ucd.ie

As part of the production process, the team also reviews all school/unit/institute news pages, the UCD Events Calendar and the most recent report of the President to the Governing Authority.

How to write an article for UCD today?

When submitting articles for consideration please remember:

- Articles should be about 250 words in length. Longer articles submitted may be edited to fit the space available.
- Keep the piece short and factual.
- Use plain English: avoid jargon.
- Report on recent events and achievements rather than flagging upcoming activity.
- Provide good quality photograph(s) with full, accurate caption(s). Photographs should be in high resolution jpg format, at least 300 dpi. Please ensure that the photographer has provided clearance for print and online usage of the image.
- For events and conferences – focus on papers presented or themes arising from meetings.

Other Information

The final choice of articles for inclusion rests with the Editor, in consultation with the Publications Advisory Group (PAG), in line with the editorial policy of the magazine.

Four feature articles are sourced for each issue and journalists are commissioned to interview the relevant UCD person and write the feature. Suggestions about features for inclusion are always welcome to communications@ucd.ie

Read online at:

www.ucd.ie/ucdtoday