

## **Submission Guidelines**

All submissions should include the following:

### **Cover Page/Letter**

- Name and contact information for each author/artist
- Title of the work and an approximate time-frame in which the work was done
- Approximate word count (if applicable)
- Statement of what rights you are providing with the submitted content (i.e. whether you will retain copyright, or transfer the copyright to the Journal; or whether you elect to share your submission under any version of a Creative Commons license)
  - Copyright and licensing information is required for all submissions. Failure to provide this information, or to make sufficiently clear what rights you are conveying with respect to your submission, may delay or preclude the review and publication process. We recommend consulting the Creative Commons website to familiarize yourself with licensing options, public domain, and copyright, and to choose the terms that work for you. <https://creativecommons.org/choose/>
  - Please note that The Goodis Center has adopted a CC BY-NC-SA 4.0 license for general content on our website. Actual licensing of the Journal may differ. See Legal section below. Contact [journal@thegoodiscenter.org](mailto:journal@thegoodiscenter.org) with questions.
- Brief author/artist biographical information (approx. 100 words or less)
  - Recent publications, if any
  - Relevant educational and professional experience
  - Personal history with the issues and a dedication, if applicable
  - Basic biography (home-town, current town, age, sex, etc.)
- Explanation, if not apparent in the nature of the material, of how the submission relates to the themes and goals of the Journal.

*This information may be shared in whole or in part within the publication.*

*Please indicate if any part of your biographical or contact data should **not** be*

*published. Do not use the cover-page to explain why you think your piece should be accepted; please only give relevant background information.*

### **The work**

The content of your submission (applicable to *all* submissions)

- For an overview of the specific materials sought by the Journal, please review the website or the front-matter of any previously published issue.
- There is no limit to the number of submissions any one person or group can make.
- There is no limit to the size of a submission: works may be as long or as short as the creator sees fit. Works may be reduced in the editing process (authors will be notified and asked for approval prior to publication in this case). We recommend submitting larger files by mail, rather than e-mail (continue reading). †
- **Works may not have been previously published in any setting.** ‡
- Works must abide by U.S. and international copyright and intellectual property laws and standards for credit and citations. ‡

### Guidelines to follow:

**For non-written media and multimedia, including photographs, paintings, drawings, sketches, photo-essays, slideshows, videos, documentaries\*, films, theatrical productions (recorded), dances (recorded), studio and graphic arts, songs, audio-readings, et cetera:**

- Files may be submitted individually or, in the case of photo-essays and similar productions where multiple files are to be presented together in a specific order, in a single organized document.
- All files should be of the highest quality and resolution available (HD, DPI, BPS, etc) and compression of the files should be avoided to preserve original quality. †
- Waivers and/or consent forms must be signed and submitted for any persons depicted in the submission, including actors and dancers, stating that they agree to have the work published commercially. All submissions involving people or the likenesses of people must include credits. ‡

- Submissions should include information on materials used (make and model of cameras and quality ratings such as megapixels, artists' media and substances, et cetera) and names of subjects, as applicable.
- All file-types are currently accepted; however, our staff may contact the creators to have the file-type converted for better compatibility on a case-by-case basis.
- Accepted multimedia submissions will appear in the printed journal as black-and-white images only. The Journal currently plans to include Compact Discs with each printed journal to include all multimedia for a given issue, but this will be dependent on number and size of published works and available funding.  
Accepted multimedia submissions will appear in the CD and online editions of the Journal in their complete forms if possible.
- **All submissions should include a brief (approx. 100 words) written synopsis/summary/abstract to help explain the purpose or application of the piece.** This is not required for smaller submissions but is strongly recommended.
- \*Documentaries must also follow applicable guidelines for paper submissions.
- **Audio and audio-video submissions** should include a typed transcript or lyrics.

**For written media, including all creative forms of poetry and prose, as well as academic essays, research reports and abstracts, letters, lectures, reviews, and discussions, as well as source-based multimedia, such as documentaries\*:**

- The preferred file-type is .docx (Microsoft® Office Word 2007). PDF and older Microsoft® Word (.doc) files are also acceptable if the author is unable to prepare a .docx document.
- Submissions longer than 250 words must be prepared as file attachments. Submissions of 250 words or less may be copied into the body of an email.
- Documents should be typed, double-spaced, in 10 or 12 point black standard font (Times New Roman or Arial) with 1-inch margins on standard 8.5"x11" layout.
  - Documents that are typed in a special way for presentational effect (such as poems laid-out to represent shapes and images) may be kept in their original formatting for submissions. PDFs are preferable in this case, to preserve the original layout and formatting.

- All documents should be prepared in accordance with American Psychological Association (APA) standards for publications including APA citation and bibliography format and APA non-sexist language policies. (\*Documentaries must also include APA-formatted bibliographies, as applicable).
  - For those unfamiliar with APA citation style, MS Office Word 2007 can automatically format according to APA standards or APA regulations can easily be found online and in APA publication manuals.
- Submissions are accepted in all languages, but any non-English submissions must include, at a minimum, an English abstract.
- All academic submissions must include an abstract of approximately 100 words.
- Longer creative writings are encouraged to include a brief abstract.
- All works involving actual people must include consent and/or waivers and/or IRB approval from an overseeing institution or organization.

### How to Submit<sup>†</sup>:

**Works may be submitted electronically (online) or in hardcopy (by mail).**

- Online submissions should be emailed to [journal@thegoodiscenter.org](mailto:journal@thegoodiscenter.org) from a secure connection.
- If the submission includes multimedia rich content, such as pictures, sound recordings, or videos, then it should be submitted in the highest quality version available. Due to the risk of quality loss, we cannot accept multimedia submissions that have been compressed (aka zipped) for emailing.
- We may accept submission via file-sharing and cloud services. Contact us for more information and submission procedures.
- We recommend *mailing* larger files on CDs or DVDs. Hardcopies of works and disc submissions of any media may be mailed in duplicate (two copies) to:

**Journal for Human Advancement**  
**Robert Goodis, Editor**  
**9405 Caroline Avenue**  
**Silver Spring, MD 20901-3043**

## Additional Information:

### **Mission**

- Of *Journal for Human Advancement: Independent Projects for Progress and Human Rights*: This Journal is published in order to encourage and develop a general public familiarity with human rights and to foster a productive critical understanding of human rights ideology and practice. Articles include basic introductions to the material, case studies, and theoretical discussions, as well as scientific and artistic works that deal with any themes in human rights. This Journal is intended to work towards an understanding for the origins, development, direction, applications, conflicts and controversies in human rights, as well as to bring attention to both the relation between human rights and policy and the implementation of policies into practice. Moreover, the *Journal for Human Advancement* seeks to bring together various disciplines and genres to promote a multifaceted and interdisciplinary framework for evaluating human rights.
- Of The Goodis Center for Research and Reform, Inc.: Our official Mission Statement, as of 13 November 2009: The Goodis Center for Research and Reform, Inc., is dedicated to critical thinking about and supporting the application of human rights. Through volunteer service, fundraising, advocacy, publication, and education, The Goodis Center for Research and Reform, Inc. is dedicated to the pursuit of a better understanding of human rights and to the pursuit of protecting human rights for all people.

### **Compensation**

- There is no compensation awarded to those published in *Journal for Human Advancement: Independent Projects for Progress and Human Rights*.
- If funding permits, a print-copy will be sent to each author/artist whose work is published in that given issue free of charge for their personal portfolios. CD editions of the issue may be provided in lieu of, or in addition to, print issues. Authors and artists will receive free online access to their issue of the Journal and full credit over their works.

### **Legal<sup>‡</sup>**

- Each issue of the Journal will be partially copyrighted and may be subject to syndication and republication as a whole or in part. Specific copyright and licensing terms for each issue will be evaluated and selected by the Journal's editors and by the staff and directors of The Goodis Center. Individual content may be published with special licensing terms, if the author/artist provides those terms at the time of submission.
- By submitting to this Journal for publication, the author/artist recognizes the right of The Goodis Center for Research and Reform, Inc. and its *Journal for Human Advancement: Independent Projects for Progress and Human Rights* to maintain the work in private and public archives, to disseminate the published work(s) to private and public readerships, and to republish in the future.
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- Submissions to this Journal will not be published if they have already been published or are currently under review for publication elsewhere.
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  - The author or artist must note in any future publication, including *any* online posting, that the work had been published in this *Journal for Human Advancement: Independent Projects for Progress and Human Rights*, and must reference the specific Volume, Issue, and month and year of original publication.

Questions, Comments, Concerns, Suggestions:

**Please visit our website at <http://www.thegoodiscenter.org/our-projects/journal-for-human-advancement/> or contact us at [journal@thegoodiscenter.org](mailto:journal@thegoodiscenter.org) or by mail at the same address listed above for submissions.**