The Commissioning e-mails for Student Features

* You can give your email the subject line of ‘Short feature on (insert topic)’, or ‘Invitation to write for E-International Relations’ – or any variation/alternative you feel appropriate – but keep it concise and as non-spam sounding as possible. Always **proof read** your email and subject line carefully. Careless typos and poor grammar may kill your chances and damage our reputation.
* **You can see these emails are short and sweet.** Don't ramble on or expand other than where we advise. Academics are busy people. You stand the best chance of a response if they can read the email quickly and clearly see if they can assist / help with your request.

Dear X – always include their given title (i.e. Dr Buzan / Professor Keohane / Ms Jones)

I am writing in the hope that you might be willing to contribute a short feature (1000-1500 words) to [E-International Relations](http://www.e-ir.info), on [insert topic - one concise sentence!]. This would take the form of an editorial, written by you, which we would accompany with reputable multimedia resources (video clips, links etc.). The idea is to provide students with a reputable, and accessible, expert overview.

You can view past student features to give you an idea of what is possible: <http://www.e-ir.info/category/studentfeatures>

E-International Relations is the world’s leading open access website for students and scholars of international politics, with an audience of over 3 million readers. We feature daily publications of unique content from established, and emerging, scholars and practitioners.

As the website is a non-profit org run by volunteers, we are unable to pay you for your piece. However, we are happy to link to any websites or literature that you might wish to promote.

I would be glad to agree on a flexible deadline to suit your schedule and provide more information at your request.

Yours sincerely,

Your full name

[www.E-IR.info](http://www.e-ir.info)

THE WRITING GUIDE

(send this to commissioned authors who accept only, after they have said yes)

In your first email reply (if they accept), you must transmit this style guide to the author so they are properly informed, and have details of their copyright agreement (legal obligation). If you have to chase them up later on (if they have gone over a deadline), it is also helpful to re-paste it into later emails so they do not have to go searching through older emails to find it.

You can also use this as a crafty way of chasing up an author - such as by emailing them saying ‘I’m just re-sending you the writing guide in case you mislaid it. Very much looking forward to receiving your student feature…’ etc.

* Please write simply and directly in a way that is accessible to students of all levels, including beginners.
* Please avoid overly complicated jargon or region-specific points without providing a clear (and brief) explanation.
* Features must *not* contain footnotes or references. They must be written as an expert summary and enhanced with hyperlinks and links to videos and images. We are happy to work with you to find materials of this kind.
* Email the feature back to me when ready in a .doc/.docx (MS Word compatible) attachment. Place a short **bio** at the top of your feature with links to your website and/or latest publications.
* Before publication, I will discuss any minor edits deemed necessary to aid the reader experience with you.
* Please refer to the following link for copyright and reuse details (you keep full copyright):<http://www.e-ir.info/author-resources/>