THE SUNDIAL
PRESS.

Editing Guidelines

IPR x Sundial

2024 - 2025

Hello! And thank you for joining The Sundial Press through our partnership with International Policy Review at IE University.

This guide has been conceived to introduce you to our publication and what we expect from this partnership. You will find a brief presentation of Sundial, followed by some specific guidelines for the content you will be writing.

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The Sundial Press is the largest and most active student media throughout the Sciences Po Paris network. We are based on the Reims campus and typically have over 80 members, including writers, editors, and executive members.

We are a bilingual publication, producing content in both English and French, which is published regularly in our quarterly print newspaper and throughout the academic year on our website. If you would like to get a taste for our content, you can do so at https://www.sundialpress.co/ .

Our writers and editors are split between 5 different sections: foreign affairs, opinion, culture and travel, creative writing, and campus life.

Our aim is to publish the most representative and diverse set of views on current affairs that matter to our student body.

Under the terms of the agreement between International Policy Review and Sundial, 4 to 5 writers from both publications will write for the other in their style.

At Sundial, we give our writers a minimum quota of 2 articles per semester, but for the purposes of this partnership, we ask for just one submission per IE writer per semester. We expect the articles to be written in English, but if writers are fluent in French, they may write in French. In this case, and if there is no French-speaking editor on the IPR team, please refer the article on to the Sundial Team. The section below details the submission and editing process.

Note: If writers wish to write more than one article, they may feel free to do so.

Once the editing process has been completed, the article will be published. In all cases, articles will be published online on our website, and promoted through our social media channels.

You can find us on instagram, where most of our traffic comes from: @thesundialpress .

Now you know what to expect from the whole process, let's run through the key steps writers need to follow for their submissions to be published.

While most of these guidelines are meant for writers, it is important for an editor to be keenly aware of the process.

3.1 Signing up for a deadline

Due to the large number of writers at Sundial, we ask them to sign up for a deadline at the beginning of the semester. This deadline corresponds to the date the first draft of their submission is due. These deadlines are every Friday. They will sign up for a deadline date as soon as possible by emailing George (george.newcomb@sciencespo.fr) . The following dates are possible for the first semester:

- 28th September
- 4th October
- 11th October
- 18th October
- 25th October
- 1st November
- 8th November
- 15th November
- 22nd November
- 29th November
- 6th December
- 13th December

If they cannot meet their deadline, they should inform the Sundial team at the earliest possible opportunity as to not disrupt Sundial's editorial workflow.

We are accommodating nonetheless and aware of how intense academic schedules can be.

3.2 Topic of your Article

Writers are free to choose the topic of their article, as long as it fits in one of the following sections, as mentioned above:

- Foreign Affairs
- Opinion
- Creative writing
- Culture and travel
- Campus life (although this is unlikely to apply to IE students)

If they have a doubt or any question about the topic of their article, they can reach out to the Sundial editorial team. We encourage editors and writers to check out our website to see the wide range of topics we address in our content.

An important part of the editor's job is to make sure that the article's topic is pertinent and interesting - or at the very least, that it will be interesting to *someone* within our student readership. The writer must have an **angle.** The point of an article is not to make an observation. It also requires analysis and/or a take.

It goes without saying, but we remind you that all claims made in an article must be true and sourced (see below), and that slander and defamation are illegal. If you have any doubt as to the legality of a statement or an article, please notify a Sundial editor.

3.3 Writing Style

The Sundial Press accepts most writing styles (understood as the tone or stylistic features used by the writer), but we do have a few pieces of advice that can help you when writing an article, and that should be watched out for by an editor:

- It's a news article, not an essay: while most of the writing we do at university is very formal and codified, the articles we publish at Sundial are not academic essays, nor research papers. You do not need a thesis statement, formal transitions (e.g. "We have just established X, therefore X"), a summary, nor a formal conclusion. This may seem obvious to some, but in our experience it is not always the case.

- Nonetheless, the article must be structured, and they ought to establish your main point as early as possible. "Structure" does not mean scholarly sentences with repeated formulas, rather that your text has a logical flow. We cannot insist enough: it is not an essay.

- Articles are meant to be read by everyone, not just an academic researcher. They should try and make their writing as free flowing and elegant as possible. While they may not be a writer at the New York Times, they can try and make it sound as if they were.

- As an editor for International Policy Review, you are probably aware that the expected style for an academic article and a news article are very different. Please keep in mind that you would not go into the same amount of detail as you may do in academic writing. Just think that you are writing for the general public rather than university students or individuals with any other form of academic background.

- There is no specific word count that we expect, although we typically recommend 2 pages on Google Docs in 11 pt font. This length is short enough to keep readers engaged and long enough to sufficiently make a point.

- Writers may use British or American English. As an editor, please respect the writer's choice, even if it contradicts your own preference. Please look out for inconsistencies though: if an article starts with American spellings, it must use only American spellings. No mix-and-matching.

3.4 Sources

We strongly encourage our writers to source their statements by including hyperlinks to external resources (other news articles, research, reports, papers, journals...). This is especially important when referring to a previous event in a timeline or when citing statistics.

Please verify the reliability of a source and the factuality of a statement, especially if it is statistical. If the source is niche or not expert-verified, an editor should ask a writer to find a different source or reconsider the statement.

You may find an example of how we include hyperlinks in this article.

3.5 AI Policy

The Sundial Press strictly forbids any use of AI-generated text in the text submitted for an article. Any suspicion will lead to the use of anti-plagiarism software, and an exclusion from writing for Sundial in the future if AI has been used to generate an article.

However, a writer may use AI for research purposes, but we highly recommend they do not.. They may not use it as a source, and any information that is found through AI searches should be fact-checked and externally sourced.

Writers may use generative AI to create illustrations but an appropriate credit is required.

Editors are strictly forbidden from using AI as an editing tool.

This policy may seem old-school and restrictive, especially compared to IPR's liberal stance, but we are in the business of writing. IPR is in the business of research and analysis.

3.6 Submission

Once a writer is complete with their first draft, they must make sure it contains the following items. Please ensure that they are present:

- Title: if you writers are lacking inspiration, they may leave a note to the editor asking for suggestions.
- Blurb: A short 1 to 2 sentences text, related to the article, which will make the reader want to interact with it. It may be a quote from the article. This is what will feature on the instagram post associated with the article.
- The author's full name (this is to avoid any spelling mistakes during publication).
- Illustration **with credit**: this may be a photograph, a drawing, anything. They may use personal files or one sourced online, as long as it has a credit.

They will submit it to Sundial's Editor-in-Chief (George Newcomb - george.newcomb@sciencespo.fr) who will then refer it to the appropriate editor at IPR for the first round of editing.

3.7 The Editing Process

Due to the volume of articles processed by Sundial editors, we like for the editing process to be completed as fast as possible once the deadline has passed. For your full information, the recommended total editing time is 72 hours (from submission to approval from the editor-in-chief after the third round) within Sundial. Submissions from IPR writers are not subject to this timeframe.

To be clear, rather than directly editing the articles, the editor will always work in Google Docs' "suggestion" mode. This is why we ask for the submission to be made on Google Docs.

For the purposes of the IPR collaboration with Sundial the editing process will take place as follows:

1. The first round of edits will be undertaken by an IPR editor. George, the Sundial Editor-in-Chief to whom the submissions are made, will share the article with the relevant editor at IPR.

2. The second and third rounds of edits will be completed by Sundial editors, with the last round always carried out by the editor-in-chief.

The general goals of the three rounds of editing are quite simple: make sure the article is interesting, readable, contains no syntax errors or grammar/spelling mistakes, and clear. Even though, as IPR editors, you are no doubt familiar with the process, here are a few things to look out for:

- Make sure the writer gets to the point relatively quickly. Within the first two paragraphs ideally. We need to keep readers hooked.

- Make sure the writer has a point! This may seem ridiculous, but it is ever so important to avoid boring and uninteresting descriptions. Do not hesitate to ask for a complete rewrite of the article to avoid the request being made in the other rounds of editing.

- Look out for long and overly-complex sentences where the reader may get lost. Likewise for overly long paragraphs. It is always preferable to have 3 sentence paragraphs and not page-long ones.

- Do not hesitate to add punctuation. Depending on the education system the writer has experienced, they may have been exposed to more or less information on how to use punctuation. At Sundial, we appreciate having lots of commas: we encourage the use of the Oxford comma. Pay attention to the appropriate uses of dashes, semi-colons, and full colons.

- Please fix grammar and spelling mistakes. This is more complex than just using Grammarly. Please use common sense and pay attention to syntax. Sentences must not be clunky if we are to keep readers engaged.

- An editor's job is not only to fix blatant mistakes. It is also to ensure that the reader has the best reading experience. This means paying attention to readability and the overall flow of an article.

- We encourage our editors to leave some general feedback about an article for the writer to get a feel for their reaction.

Once you have completed your round of editing, please notify the writer in question with a short email or message.

A training session will be organised on XX/XX date at XX:XX time for the writers. Please attend this training session if possible so that you can meet the writers in question.

You will be able to ask any questions you may have about the process and project, or any specificities about Sundial.

Your main contact at Sundial will be George. If you have any issues, questions or remarks, you can let him know.

- George NEWCOMB, Anglophone Editor-in-Chief and Co-President
george.newcomb@sciencespo.fr
Whatsapp: +33 7 66 22 74 78

You may also speak with the rest of the IE IPR editorial team should you have any issues or questions.

Thank you for reading all the way to the end of these guidelines. We are so happy that you have made the choice to join the project. We hope the above is not too cumbersome and repetitive.

We look forward to working with you.

Best wishes,
The Sundial Team

Our Socials

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tbd

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EST.
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