THE SUNDIAL
PRESS.

Submission 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.

TABLE OF CONTENTS

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 you write to be in English, but if you are fluent in French, please feel free to write in French. The section below details the submission and editing process.

Note: If you wish to write more than one article, please 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 .

We will also select some articles to be printed in our quarterly newspaper.

Now you know what to expect from the whole process, let's run through the key steps you need to complete for your submission to get published.

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. Please 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

Further dates for the second semester will be communicated to you by email before it begins.

If you cannot meet your deadline, please inform George (email above) 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 you have a doubt or any question about the topic of your article, please feel free to reach out to George (george.newcomb@sciencespo.fr). You can also check out our website to see the wide range of topics we address in our content.

Once you have chosen your topic, make sure that it will be appealing to readers. Think of an angle that would genuinely encourage you to click through to the article. Your article is meant to be read by readers, not just your editor who has no choice in the matter.

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 an editor.

3.3 Writing Style

The Sundial Press accepts most writing styles, but we do have a few pieces of advice that can help you when writing your article:

- 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 you 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.

- Prefer short paragraphs to monotonous page-long monologues.

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

- If you have written for International Policy Review before, 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.

- You may use British or American English. Please be aware that your editor may typically use the other version, and may be pushed to make some edits accordingly. However, they ought to align with the version used in your original text. That being said, if you choose to write in American English, please do not switch to British spellings later in your text, and vice versa.

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 try and use reputed and trusted sources. If they are not reliable, then there is no point sourcing or even citing the corresponding statement or statistic.

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 you submit for your 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, you may use AI for research purposes, but we highly recommend you do not.. You may not use it as a source, and any information that is found through AI searches should be fact-checked.

You may use generative AI to create illustrations but an appropriate credit would be required.

3.6 Submission

When your first draft is complete, and if you have not yet done so, please re-read your work multiple times, paying special attention to the suggestions made by the automatic corrector. This saves your editor valuable time and frustration when it comes to correcting grammar and spelling mistakes. If you want a more in-depth automatic correction, we encourage you to use Grammarly.

Note: just because we recommend using the automatic correction, that does not mean it is always right. Please use common sense :) . And if you are unsure, just leave it to the editor.

Once you are complete with your first draft, please make sure it contains the following:

- Title: if you are lacking inspiration, you may leave a note to the editor asking for suggestions.

- Blurb: A short 1 to 2 sentences text, related to your 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 (personal) photograph, a drawing, anything. If you choose to use a photograph, try and find one labelled under the Creative Commons licence. If you cannot find an appropriate image, you may pick another without a licence.

Now you are ready to submit your first draft. Please put your article in **Google Docs** and share it with George (george.newcomb@sciencespo.fr) , ensuring that you have set the **share mode to editor and activating the notifications**.

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.

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.

You may choose to accept or reject suggestions (unless they are grammar or syntax errors), but if you do reject a suggestion, please respond to the comment with your reasoning, rather than just outright closing the comment. Nonetheless, the editor will have the final say.

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 will share the article with the relevant editor.

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.

Once a round of editing has been completed by the editor, please respond to the edits as soon as you can. When you make changes to the document, the editor will be informed automatically by email.

For your full information, it is very frequent that a (first) draft of your submission may have 50+ suggestions from your editor. This is common, so do not fear! A lot of those suggestions will be simple things like adding commas.

Once the three rounds of editing have been completed, the editor-in-chief will send your article to publishing, and it will be published online and/or in our print edition.

Now that you have read these guidelines, you are almost ready to prepare your first submission.

Before that, please note that a training session will be organised on XX/XX date at XX:XX time. You will be able to ask any questions you may have about the process and project.

THE SUNDIAL PRESS.

Submission Guidelines

5. Your Contacts

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 your usual contact person at IE International Policy Review.
- Insert IE contact here.

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. While the above may seem a little cumbersome, it is much easier in reality.

We look forward to working with you.

Best wishes,
The Sundial Team

Our Socials

@thesundialpress

tbd

@thesundialpress

EST.
2011

CAMPUS LIFE | FOREIGN AFFAIRS | CULTURE & TRAVEL | CREATIVE WRITING | OPINION

THE SUNDIAL
PRESS

The Sundial Press est une association de type 1901 déclarée en Préfecture de la Marne et reconnue par l'Institut d'Etudes Politiques de Paris.