UESM Newsletter: ENVIRA

Guidelines to Authors

ENVIRA is a quarterly digital Newsletter of the Unit for Environmental Sciences and Management (UESM). ENVIRA has been established to communicate and hence, to archive the highlights related to research, training and community outreach activities and achievements within the UESM. The targeted community of readers of ENVIRA is extremely broad. For this reason, we publish short pieces, written in the layman's language to serve readers from across South Africa and abroad.

There are specific guidelines for each section. Please adhere to these guidelines to avoid back-and-forth emails for editing.

Please take note of the following:

1. Photos / tables / figures / graphs could be included in the MS Word document but should also be **attached separately** for the sake of image quality/resolution.
2. Photos / tables / figures / graphs should contain **captions**.
3. Where appropriate, all **supervisors, sponsors/funders etc.**, should be acknowledged.
4. **Affiliations** of authors should be indicated.
5. Articles generated by **AI/ChatGPT** will be returned to the authors.
   We acknowledge the convenience and functionality of AI, although we prefer that authors submit their OWN work, and if necessary, ONLY using AI/ChatGPT as a tool for checking grammar, spelling etc. We value the authenticity of the articles as written by their authors', revealing their own, honest views and experiences.

Contents:

1. Accolades
2. Visiting Scientists
3. Research Group Showcase
4. Facilities
5. Community Engagement
6. Student Association
7. Reflections
8. Research Articles *(News Flash Articles)*

View previous editions of ENVIRA for examples.

(Please submit your written articles or summaries directly to the editors, Frances Siebert and Clarissa Minnaar via Envira.Newsletter@gmail.com.)

1. **Accolades**

Submit a summary of any recent academic achievement to the editors and research director for possible inclusion in the next issue. The summary should provide background information of the award / achievement and should be written in a MS Word document (word limit: 100). A link to a website / award letter must be provided (any other relevant links may also be submitted). All photos should be accompanied by a short caption.

Please note that, although the editors are notified about achievements, it remains the responsibility of the achiever to submit a short summary to be considered for publication in the next edition of ENVIRA.

Guidelines for submission - Checklist:

Title word count – Max. 20	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
Background information provided:	
• Date	☐
• Location	☐
• Event	☐
• Significance	☐
In the case of student awards:	
• Current degree being pursued	☐
• Supervisors	☐
• Sponsors/Funders	☐
Body word count – Max. 100	☐
Number of photos – Max. 3	☐
Photo caption word count Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Award Letter Any other links e.g., YouTube / Poster / Article / Presentation)*	☐

View previous editions of ENVIRA for examples.

2. **Visiting Scientists**

We often have the privilege of hosting visiting scientists from around the globe for a short period of time. If you are aware of any such visits to the NWU in your research field, please help us announce their visit in the ENVIRA.

Guidelines for submission - Checklist:

Title word count – Max. 15	☐
Affiliations	☐
Background information provided:	
• Visitation period	☐
• NWU host researcher	☐
• Reason for visit	☐
• Sponsors/Funders	☐
In the case of students:	
• Current degree being pursued	☐
• Supervisors	☐
• Sponsors/Funders	☐
Body word count – Max. 400	☐
Number of photos – Min. 3	☐
Photo caption word count – Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Research Group Any other links e.g. YouTube / Academic Profile etc.)*	☐

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3. <u>Research Group Showcase</u>

Do you have something special to showcase about your research group? Please do so! We would love to know what you've been up to so we can honour your achievements by sharing the interesting snippet with the readers of ENVIRA.

Guidelines for submission - Checklist:

Title word count – Max. 15	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
Background information provided	☐
Body word count – Max. 400	☐
Number of photos – Min. 3	☐
Photo caption word count – Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Research Group* *Any other links e.g. YouTube etc.)*	☐

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4. <u>Facilities</u>

Should you be interested in writing a short information paragraph on a new or existing UESM facility, please contact the editors.

Guidelines for submission - Checklist:

Title word count – Max. 15	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
Background information provided	☐
Body word count – Max. 400	☐
Number of photos – Min. 3	☐
Photo caption word count Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Award Letter* *Any other links e.g., YouTube etc.)*	☐

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5. <u>Community Engagement</u>

Should you be interested in writing a short information paragraph on a recent community engagement project/event, please contact the editors.

Guidelines for submission - Checklist:

Title word count – Max. 15	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
Background information provided:	
• Date	☐
• Location	☐
• Event	☐
• Community	☐
• Significance	☐
• Sponsors/Funders	☐
Body word count – Max. 400	☐
Number of photos – Min. 3	☐
Photo caption word count Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Award Letter* *Any other links e.g., YouTube etc.)*	☐

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6. <u>Student Association</u>

The FNAS chapter enlightens the readers on any past- or future events or activities hosted by the Student Academic Chapter (SAC). These include in-person or online events. Such activities could further be reflected upon in the following issue.

Guidelines for submission - Checklist:

Title word count – Max. 15 Chairperson/author:	☐
• Name and surname	☐
• Current degree being pursued	☐
• Event	☐
• Significance	☐
Body: • Past events/activities	☐
• Planned events/activities	☐
• Feedback on events mentioned in previous article	☐
• Any student feedback (optional)	☐
• Sponsors/Funders (optional)	☐
Body word count – Max. 400	☐
Number of photos – Min. 3	☐
Photo caption word count Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Social media* *Any other links e.g., YouTube / Posters / Adverts /* *Presentations etc.)*	☐

View previous editions of ENVIRA for examples.

7. <u>Reflections</u>

This section aims to reflect on face-to-face activities that took place within the UESM (including activities in School context, such as practical excursions etc.).

If you have led or participated in any of the following during the past year, please submit a short story (300 words), accompanied by several photos and captions of the event:

- Practical training excursion (undergrad and/or postgrad)
- Workshop
- Conference or symposium
- Quizzes or similar academic-social gatherings
- Group field excursion / expedition

Guidelines for submission - Checklist:

Title word count – Max. 15	☐
Author names – Max 3. *We prefer a short list of authors.*	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
Background information provided: • Date • Location • Event • Significance	☐ ☐ ☐ ☐
In the case of students: • Current degree being pursued • Supervisors • Sponsors/Funders	☐ ☐ ☐
Body word count – Max. 300	☐
Number of photos – Min. 3	☐
Photo caption word count Max. 10	☐
Photos attached separately from document	☐
Relevant links: *(Website / Award Letter* *Any other links e.g., YouTube / Poster / Article /* *Presentation)*	☐

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8. __Research Articles__ *(News Flash Articles)*

Research articles reflect on recent research results or upcoming research that are current and relevant, such as early findings from a research team, or how researchers from the UESM contributed to an improved understanding of a complex global environmental issue. We encourage articles that are based on published work, but summarised in a less scientific way that will lead to an easy read to all ENVIRA readers.

We want to step away from long, detailed articles in the newsletter, since the overall aim of ENVIRA is to provide a 'news flash' where members of the UESM are being exposed to current interesting research highlights emerging from the unit. Should the news article be based upon a published item, the link to that publication should be included for those who wish to read the more detailed paper.

These articles should focus on research stories with very little, if any, reference to people.

Guidelines for submission - Checklist:

Title word count – Max. 15 *Try making your title concise, attractive, and 'catchy'*	☐
Author names – Max 3. *We prefer a short list of authors.*	☐
Affiliations (Sub-programme / Subject- / **Research group**)	☐
In the case of students: • Current degree being pursued • Supervisors • Sponsors/Funders (if applicable)	☐ ☐ ☐
Body word count – Max. 550	☐
Number of photos / tables / figures / graphs – Min. 3	☐
Photos / tables / figures / graphs caption word count – Max. 15	☐
Photos attached separately from document	☐
Relevant links: *(Published Article / Website / Research Group / Project link Any other links e.g. YouTube etc.)*	☐
References – Where applicable, referenced articles will be hyperlinked in text. *Hyperlinking may be done before submission (preferred), or references could be sent along with the word document to be inserted as hyperlinks by the editors.*	☐

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