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.

Note that there are specific guidelines for each section. Please adhere to these guidelines to avoid disappointment.

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)

(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. A summary, which provides background to the award/achievement should be written in a Word document, with a maximum word count of 100 words. A link to a Website / Award Letter must be provided (any other relevant links such may also be submitted – see below).

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:

Header word count: Max. 20
Body word count: Max. 100
Number of photos: Min. 3
Photo caption word count: Max. 10
                            All photos should be accompanied by a short caption.
Relevant links: Website / Award Letter
                            Any other links e.g. YouTube / Poster / Article / Presentation

Example Accolade pages in ENVIRA

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:

Title word count:	Max. 15
Body word count:	Max. 400
Number of photos:	Min. 1
Photo caption word count:	Max. 10
	All photos should be accompanied by a short caption.
Relevant links:	Website / Research Group
	Any other links e.g. YouTube / Academic Profile etc.

Example Visiting Scientists pages in ENVIRA

3. Research Group Showcase

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:

Title word count:	Max. 15
Body word count:	Max. 400
Number of photos:	Min. 3
Photo caption word count:	Max. 10
	All photos should be accompanied by a short caption.
Relevant links:	Website / Research Group
	Any other links e.g. YouTube etc.

Example Research Group Showcase pages in ENVIRA

4. Facilities

Should you be interested to write a short information paragraph on a UESM facility, please contact the editors. Maximum word count should not exceed 400 words. Photos and links to websites are also required in these sections. Please note that only one facility will feature in each issue.

Guidelines for submission:

Title word count:	Max. 15
Body word count:	Max. 400
Number of photos:	Min. 3
Photo caption word count:	Max. 10
	All photos should be accompanied by a short caption.
Relevant links:	Website / Research Group
	Any other links e.g. YouTube etc.

Example Facility pages in ENVIRA

5. Community Engagement

Should you be interested to write a short information paragraph on a recent community outreach project, please contact the editors. Maximum word count should not exceed 400 words. Photos are also required in these sections. Please note that only one community project will feature in each issue. # words

Guidelines for submission:

Title word count: Max. 15
Body word count: Max. 400
Number of photos: Min. 3
Photo caption word count: Max. 10
                            All photos should be accompanied by a short caption.
Relevant links: Website / Research Group
                            Any other links e.g. YouTube etc.

[Example Community Engagement pages in ENVIRA](#)

6. Student Association

The FNAS chapter enlightens the readers on any past- or future **events or activities** hosted by the student academic association. These include in-person or online events. Such activities could further be reflected upon in the following issue.

Guidelines for submission:

Title word count: Max. 15
Body word count: Max. 400
Number of photos: Min. 3
Photo caption word count: Max. 10
                            All photos should be accompanied by a short caption.
Relevant links: Website / Research Group
                            Any other links e.g. YouTube etc.

[Example Student Association pages in ENVIRA](#)

7. Reflections

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 (in a face-to-face manner) during the past year, please submit a short story (300 words max), accompanied by several photos and captions of the event.

Events that fall under the Reflections section:

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

Guidelines for submission:

Author names: Max. 3
                           We prefer a short list of authors
Author research groups: Written out along with the acronym
Title word count: Max. 15
Body word count: Max. 300
Number of photos: Min. 3
Photo caption word count: Max. 10
                           All photos should be accompanied by a short caption.
Relevant links: Website / Research Group
                           Any other links e.g. YouTube etc.

Example Reflection pages in ENVIRA

8. <u>Research Articles</u> (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.

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

Guidelines for submission:

Author names: Max. 3
                                   We prefer a short list of authors
Author research groups: Written out along with the acronym
Title word count: Max. 15
                                   Try making your title concise, attractive, and 'catchy'
Body word count: Max. 550
Number of photos / tables
/ figures / graphs: Min. 3
Photo / tables / figures /
graphs caption word
count: Max. 15
                                   All imagery should be accompanied by a short caption.
Relevant links: Published Article / Website / Research Group / Project link
                                   Any other links e.g. YouTube etc.
References: Max. 3 (Harvard Style)

Example Research Article pages in ENVIRA

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