

Call for articles - Community Engagement Newsletter

We are excited to announce that the 2024 Community Engagement (CE) Newsletter is now accepting article submissions. We invite you to contribute a short article to be published in the upcoming CE newsletter.

We also encourage you to spread the word and invite your **colleagues**, **students**, and **community partners** to submit their articles as well. Please note that the article **should not exceed one (1) page in length**.

To ensure a coherent and informative publication, we have provided the following guidelines for your article:

1. Provide a report on your most recent CE project
2. Describe the purpose and objectives of the project
3. Explain how both the University and your Community partner have benefited from this engagement
4. Share any challenges encountered during the project and how they were successfully overcome
5. Community partners: Emphasize the connection of your project to the University of Pretoria (UP) by highlighting the department you collaborated with in CE.

For reference, you can find the previous newsletter at the following link: <https://www.up.ac.za/media/shared/440/Community%20Engagement/Newsletters/volume-19-lentsu-la-sechaba-december-2023.zp245357.pdf>

Community Engagement Newsletter: Guidelines for submitting an article

Formatting

- Submit the article in Word document
- Arial font
- Size 11
- Spacing 1.15
- 1-page long article

Consent form: Photographs

- You may submit a maximum of 3 photos related to your project.
- Submit original photo (JPEG format) as an attachment, but not on a Word document. The Graphic Designers prefer JPEG photos in order to retain the quality
- In accordance with the POPI Act, the author(s) submit a signed consent form for the photos to be published in the Community Engagement Newsletter. The form must be signed by all people depicted in the photos.

Title of the article

- The article title is to be stated clearly at the top of the page

Author(s) information

- Name and Surname
- Prof, Dr, Mr, Mrs, or...
- Provide email addresses of all the authors (for the CE newsletter mailing list)
- Mention the affiliation of the authors (e.g. staff, student)

Abbreviations

- Abbreviations must be written in full the first time they appear in the body of the article

Authors' revisions

- All authors should proofread the article before submitting it for publication. Major revisions, such as correcting content, facts, typos, spelling, and grammar, should be made.
- After language editing, only minor changes should be made, such as correcting typos, spelling, and grammar.

Refer to the guidelines for more details. **The deadlines for article submissions:**

- Autumn: 15 February 2024
- Winter: 30 March 2024
- Spring: 29 June 2024
- Summer: 30 September 2024

Please send your articles to:

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We look forward to receiving your contributions and sharing the valuable work you have been involved in with the community.



**Department for
Education Innovation**
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