

External Contribution Guide

Overview

The Women in Economics (WiE) Initiative is a volunteer-run, non-profit association established to advance gender equality in the field of economics. Our goal is to encourage equal opportunity and balanced representation of genders in the economics profession across the academic, business and public sectors. With this in mind, we welcome timely, original content submissions and look forward to highlighting a diverse range of voices from various fields and around the world.

Forms of External Contributions

We accept articles of between 500 and 1500 words that are related to our core theme of women, equal opportunities and diversity in economics and economic life. We interpret this topic broadly, welcoming submissions from every economic sub-field and related disciplines, and from people of every gender identity, age, ethnicity, religion, sexual orientation, ability, location, background and sector whose values align with our goals. Some examples of articles we are open to accepting include but are not limited to:

- summaries of research by women economists and/or focused on gender and diversity in economics or economic life
- opinion pieces, grounded in robust evidence, on current economic discussions, public debates or issues of importance
- responses to a panel discussion, presentation or any other event hosted by WiE

Submission Process

Submissions can be made at any time.

1. If you are not a member of WiE, sign up [here](#).
2. Decide on your topic and the style of the article.
3. Before starting to write, carefully review and ensure your writing is in line with our style guide, listed at the end of this document.
4. After writing, make sure to proofread multiple times! We are happy to make minor grammatical corrections or suggestions, but will not substantially revise pieces.
5. Email your piece as a .doc with a brief introduction of yourself, your experience, the topics and how your piece fits the topic explained earlier to ella@women-in-economics.com. Please use the subject line of "External Contribution YOUR NAME". If you have any illustrations or cover art you would like to include in the submission please attach them accordingly.
6. We will email you to confirm we received your email and review the piece.

7. Once we have reviewed your article, we will email you to let you know if we'd like to share your piece on our platforms. This may be contingent on grammatical, or other minor changes to the structure/content. If we decide not to disseminate your piece we will provide feedback as to the reasoning.
8. At this stage, please let us know if you would like to be credited anonymously, only by your first name or by your full name. Please choose whatever you are most comfortable with.
9. Upon final revisions and copy editing of the piece, we will work with the social media team to share your piece with our audience and credit you as agreed.

Any additional questions or concerns please contact Ella at ella@women-in-economics.com.

Our Style

Article structure

Between 500 and maximum 1500 words in length. We understand that our readers, like us, are fairly busy people and so we aim to focus on direct, clear communication of a topic.

It can be helpful to create a title and use sub-headings or descriptive first sentences to structure your paragraph topics. This helps readers recognise specific topics they're interested in and provides a clear overview of the key points of the article.

Basic writing tips

- [Use active voice](#)
- [Avoid slang and jargon](#)
- [Be concise](#)
- [Write positively](#)

Spelling & grammar

We use British English spelling and grammar, but there can be exceptions. If you're unsure, first consult a style guide such as the [University of Oxford Style Guide](#) or the [Grammar and Style in British English](#) website. In addition, Grammarly allows you to check documents for British English versus American English. We do use the Oxford comma.

References

Include references for all factual claims and data, as well as substantiate or reinforce any arguments that you are making.

Use only high quality academic or journalistic references, unless completely appropriate (e.g. quoting an individual from an event or a blog).

Always insert [references as hyperlinks](#) on the most relevant word(s) for that source e.g. "A [2010 study](#) reported that dogs can talk...". This makes it quick and easy for:

- our readers to find information that is relevant and useful to them,

- us to corroborate the point that we are making, and
- us to transparently attribute ideas and our evidence base.

Abbreviations

All abbreviations should follow organisational standards and be grammatically correct. For example: The Sustainable Development Goals (SDGs). “The SDGs aim to sustainably manage...” or “SDG 14 states that...”.

Our Voice

WiE is an inclusive, open and cooperative platform for exploring issues of gender and representation across the various economic sectors.

[Our core principles](#) guide shows how we hope to do this, and our written content and voice should therefore reflect these principles to the highest degree possible. Please make yourself familiar with the principles. These principles mean that when we write content, our voice should be:

- **Plainspoken.** We write in a clear, comprehensible manner without unnecessarily complicated jargon, hyperbole or grammar. While we know that our members are intelligent, capable and often highly educated, we appreciate that English is more likely to be their second language than their first. We also want our content to be accessible to those without a university education, and we know that real experts can explain complicated issues using simple but engaging language.
- **Genuine.** We don’t oversell or overpromise, and we always strive to represent the views of our participants, speakers and members in an honest, respectful manner.
- **Approachable.** We are professional and rational, but also warm and friendly. We relate to our readers as equals by respecting their unique experiences and knowledge.
- **Inclusive.** We do our best to avoid language that excludes anyone based on their gender identity, sexual orientation, race, ability, religion, ethnicity, socioeconomic or other any marginalised status. This includes rejecting the binary gender paradigm wherever possible, while also acknowledging when we are constrained by archetypal thinking and language into categorically separating “men” and “women”. Consequently, whenever we can we prefer to use some terms over others, including but not limited to:
 - singular “they/them/their/” rather than “he or she/him or her/his or hers”,
 - “man/woman” rather than “male/female”, and only where relevant, and
 - only using Dr., Prof. or Ms. as titles for women, **never** using Mrs. or Miss.

These terms help us to include nonbinary people and those whose gender identity is different to the sex assigned to them at birth, as well as rejecting outdated patriarchal categories for women. I found [this article](#) on gender neutral wording helpful if you need any more info.