The Commissioning e-mails for Student Features

* You can give your email the subject line of ‘Short feature on (insert topic)’, or ‘Invitation to write for E-International Relations’ – or any variation/alternative you feel appropriate – but keep it concise and as non-spam sounding as possible. Always **proof read** your email and subject line carefully. Careless typos and poor grammar may kill your chances and damage our reputation.
* ***Always*** **BCC** commission@e-ir.info into all commissioning emails. You do not need to BCC additional correspondence, just the first email to each author so we have a record of who has been contacted. Please do not accidentally ‘CC’ the email. Use the BCC (blind copy) field. This BCC email address is not monitored, it is just a repository to record who we have contacted. **So, try not to accidentally send any student feature there!**
* **You can see these emails are short and sweet.** Don't ramble on or expand other than where we advise. Academics are busy people. You stand the best chance of a response if they can read the email quickly and clearly see if they can assist / help with your request.

COMMISSIONING ‘SPOTLIGHT ON…’

Dear X – always include their given title (i.e. Dr Buzan / Professor Keohane / Ms Jones)

I am writing in the hope that you might be willing to contribute a short feature (1000-1500 words) to [E-International Relations](http://www.e-ir.info), to provide a spotlight on [topic]. This would take the form of an editorial, written by you, accompanied by multimedia resources (video clips, images, links etc.) to give students a useful resource on the topic.

You can view past student features to give you an idea of what is possible: <http://www.e-ir.info/category/studentfeatures>

E-International Relations is the world’s leading open access website for students and scholars of international politics, with an audience of over 3 million readers. We feature daily publications of unique content from established, and emerging, scholars and practitioners.

As the website is a non-profit org run by volunteers, we are unable to pay you for your piece. However, we are happy to link to any websites or literature that you might wish to promote.

I would be glad to agree on a flexible deadline to suit your schedule and provide more information at your request.

Yours sincerely,

Your full name

Editorial Assistant (or amend if otherwise titled)

[www.E-IR.info](http://www.e-ir.info)

COMMISSIONING ‘ADVICE ON…’

Dear X – always include their given title (i.e. Dr Buzan / Professor Keohane / Ms Jones)

I am writing in the hope that you might be willing to contribute a short feature (guide length 1000-1500 words) to [E-International Relations](http://www.e-ir.info), to provide advice on [topic]. This feature would address [intended audience] and provide them with an accessible resource on the topic, to be useful for the long term. (Add *one* **short sentence**, explaining why you think their career path / expertise is ideal for this piece.)

You can view past student features to give you an idea of what is possible: <http://www.e-ir.info/category/studentfeatures>

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Yours sincerely,

Your full name

Editorial Assistant (or amend if otherwise titled)

[www.E-IR.info](http://www.e-ir.info)

THE WRITING GUIDE

(for commissioned authors who accept only)

If an author accepts, continue the conversation as you see fit. You may have ideas about the shape the feature should take (as you will have discussed it with other Student Feature editors), but it’s also important not to overwhelm the author with information, nor to limit their manoeuvring space too much. Striking the right balance is key. Ideally, provide the theme and the overall direction you have in mind, but keep the smaller remarks for feedback after you read their first draft.

It’s a good idea not to be overly prescriptive with an author. If you let them write in their own style, there’s a better chance it will end up being something genuinely unique and readable.

In your first email reply (if they accept), you must transmit this style guide to the author so they are properly informed, and have details of their copyright agreement (legal obligation). If you have to chase them up later on (if they have gone over a deadline), it is also helpful to re-paste it into later emails so they do not have to go searching through older emails to find it.

You can also use this as a crafty way of chasing up an author - such as by emailing them saying ‘I’m just re-sending you the writing guide in case you mislaid it. Very much looking forward to receiving your student feature…’ etc.

* Please write simply and directly in a way that is accessible to students of all levels, including beginners.
* Please avoid overly complicated jargon or region-specific points without providing a clear (and brief) explanation.
* Features must *not* contain footnotes or references. They must be written as an expert summary and enhanced with hyperlinks and links to videos and images. We are happy to work with you to find materials of this kind.
* Email the feature back to me when ready in a .doc/.docx (MS Word compatible) attachment. Place a short **bio** at the top of your feature with links to your website and/or latest publications.
* Before publication, I will discuss any edits deemed necessary to aid the reader experience with you.
* Please refer to the following link for copyright and reuse details (you keep full copyright):<http://www.e-ir.info/author-resources/>