

## Guidelines for Submitting Content

### Student Voices

The following serve as rules and regulations regarding the content submitted for publication on the Student Voices webpage:

- The content submitted by creatives will be featured on the UFS communication platforms. Therefore, all articles and other creative pieces need to reflect and uphold the good name of the institution.
- As such, submissions that are in any way an attack on or defame the UFS will not be selected for publication.
- The UFS retains the right to refuse the publication of material based on legal or other reasons.
- All submissions should be free of content that might imply that one person is superior to another based on race, gender, or sexuality.
- All work that is inaccurate and factually distorted will not be considered for publication. In addition, submissions aimed at highlighting and perpetuating any conspiracy theory (especially one that has the potential to cause harm, incite violence, or spread misinformation) will not be considered for publication.
- All submissions of a sexually explicit nature will not be considered for publication.

**These may include:**

Pornographic material

Material that is violent or has the potential to incite violence of any kind

Material that defames or has the potential to endanger another person or entity (staff/student/the UFS)

- Writers, artists, and other creatives will express their viewpoint or views without the use of negative characterisation of those who disagree or have other viewpoints.
- Submissions can be a direct response to other submissions that have already been published on the platform.
- This initiative is strictly intended to provide students with a learning experience. As such, no remuneration will be paid by the UFS for any piece submitted by contributors.

### Format:

#### Writing Pieces

**The following should precede the text (actual writing pieces):**

- Heading of the written text
- By-line
- Search engine optimisations (SEOs) – these are keywords that will make your story easy for people to find when they search for it.

**Please take note of the following instructions:**

- The length of writing pieces should not exceed 700 words and should not be less than 250 words (except when the text is a poem, which can be less than 250 words).
- Each paragraph in the text should consist of sub-headings (not compulsory).
- The font of the text should be Arial 11.
- No academic referencing is required.
- However, the mention of any company, institution, group, research, or article would require the writer to include a link to the webpage of the mentioned entity at the bottom of the article, e.g., [www.ufs.ac.za](http://www.ufs.ac.za).
- All writing pieces should be submitted as Word documents.
- It is compulsory for images to accompany the submitted writing piece (Stock).
- Furthermore, the images need to be taken with a professional camera or good quality cell phone camera.
- The purpose of this is so that the images can retain their quality when published on the various platforms.
- Writers can also submit a synopsis of their article via a WhatsApp voice note, which can be embedded in the article.

### **Selection Process**

- All students should note that there is no guarantee or promise of publication from the editorial team subsequent to submission.
- The editorial team's selection list for publication is final.
- All UFS creatives who want their content to be published should submit their articles to Anthony Mthembu at [mthembuam@ufs.ac.za](mailto:mthembuam@ufs.ac.za) and Lunga Luthuli at [Luthulill@ufs.ac.za](mailto:Luthulill@ufs.ac.za) on Wednesdays before 12:00.
- The selected content will be published on Fridays.