**ACGR GRADUATE RESEARCH IMPACT BLOG – SUBMISSION CHECKLIST**

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| **Submission Checklist** | **Please provide your responses below** |
| **Author Name/s** | *Please provide your name, title (Mr/Ms/Dr) and any postnominals* |
| **Author/s role/position and/or affiliation/s** | *Please provide your current role/position and affiliation/s as relevant to the submitted article.* |
| **Social media** | *If you or your organisation is on Twitter let us know your handle so we can tag you.* |
| **Declaration** | *Please confirm that the manuscript has been read and approved by all named authors and that this is your original work.*  *Additionally, if required, please note if the submission is your personal opinion and not the view of your employer (and we will add this as a footnote on the post).* |
| **Title of submission** | *Please provide a proposed title for your submission.* |
| **Submission text  (<1000 words)** | *Please add your submission text, this should be up to 1000 words.* |
| **Additional information** | *Please ensure the full URLs, copies of high-resolution images or other media are provided as separate files with appropriate attributions.* |
| **Agreement to the ACGRs Terms and Conditions** | *Please read the terms and conditions of publication and our other FAQs below before you submit your article and indicate your agreement to these by adding your signature below.*  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to ACGR’s terms and conditions |

**Contact us**

If you have any questions about your submission, please contact the Managing Editor via [impact@acgr.edu.au](mailto:impact@acgr.edu.au) and please follow us on Twitter @GradResearch\_au

**GRADUATE RESEARCH IMPACT BLOG FAQS AND T&Cs**

* **What is the format?**

We will accept original articles, case studies, opinion pieces or summaries of research findings. They should be no more than 1000 words in length, with hyperlinks to relevant information, and can include videos and other media. The reading time should be about 5 minutes.

We expect this to include topics such as: Graduate research education, Good practice, Careers, Employability, Supervision, Research Impact, Researcher mindset, Graduate researcher success, Business success, Knowledge based economy and innovation.

* **Can anyone submit an article?**

We accept submissions from anyone with a genuine interest in graduate research. This includes academics, professional staff and graduate researchers from universities and affiliated research institutions as well as those from the public and private sectors who are engaged with graduate research. That said, we will exercise due diligence and may seek endorsement from our Editorial Review Panel.

* **What type of content do you accept?**

Articles should not have appeared elsewhere online or in print. Please note, we do not however accept posts from professional marketers. If you are interested in sponsorship opportunities, please drop a line to our Executive Officer at [exec@acgr.edu.au](mailto:exec@acgr.edu.au)

* **What is the process?**

Submit your proposed contribution to [impact@acgr.edu.au](mailto:impact@acgr.edu.au) in MS Word format.

Submissions that comply with the below checklist will be assessed for suitability by the Managing Editor and approved by the Editorial Review Panel for publication.

Submission checklist:

* Name/s of the author/s
* Role and/or Affiliations
* Article is less than 1000 words
* Proposed title is included
* Article has been proofread!
* Full URLs provided to link to further information
* Images or other media are attached as separate files with appropriate attributions
  + high resolution, 300 dpi large format image if applicable
  + approval for the image to be used on other mediums???
  + Image caption: who, where etc.
* **When will I know if my submission will be published?**

We will post new blogs weekly and all approved contributions will be published on a sequential “next in, next published” basis. We reserve the right to jump the queue with particularly topical submissions (approved by the Editorial Review Panel of course).

You will be notified within 2 weeks if your submission is to be published or if it has been excluded by the Editorial Review Panel.

* **Do I get paid for my submission?**

Sorry, unfortunately, we can’t pay you. Our aim is to promote the impact of Graduate Research and your submission is provided to support this aim/cause.

* **What are the terms and conditions for publication?**

ACGR will accept no liability in respect of any material submitted by users and published by us, and will not be not responsible for its content and accuracy. The views expressed are the personal opinions of the experts named. They may not represent the views of ACGR or any other organisation unless specifically stated.

Authors may submit material for publication under the following terms and conditions:

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3. Authors warrant that any material submitted is their own original work and that they own the copyright and any other relevant rights. If authors include material that isn’t their copyright they must warrant that they have sought and received permission to republish.
4. Authors agree not to submit material that is deliberately intended to upset other users.
5. Authors will take reasonable steps to ensure that any material they submit is not defamatory of any person

Authors agree to indemnify ACGR in full and permanently against any third-party liabilities, claims, costs, loss or damage it incurs as a result of a breach of conditions (3) to (5) above. They must act honestly and in good faith in their dealings with ACGR and (if requested) must provide ACGR with reasonable assistance to settle, defend or investigate any third-party claims arising as a result of publication of material submitted.

* **What are the licensing arrangements for submissions?**

All submissions are published under a Creative Commons — [Attribution/No derivatives](http://creativecommons.org/licenses/by-nd/4.0/) license. This means others are free to republish posts form the blog online or in print for free, provided the guidelines are followed. Photos are published with consent from the authors, or are copyright free (i.e. sourced from free stock photo sites).

In summary this means:

* Others can’t edit the material
* Republishers must credit authors and their institutions, ideally in the byline.
* Republishers must credit ACGR Graduate Research Impact and include a link back to either our home page or the article URL.
* **What is the blog’s moderation policy?**

We have installed an automatic comment moderation function. This means we will moderate all comments to ensure there are no spammers etc. Other than that, we will let most comments through as we want to engender a strong community of ideas and practice for Australian graduate research issues, opportunities and outcomes.

Please note, this means you may not agree with some of the comments posted. We encourage thought provoking content, but we do not want trolls or bullies. That is, critique is acceptable, but please be civilised/polite – if you’re going to disagree, do it nicely. We will delete any comments that appear to be attacking an author/commenter or are sexist, racist, or otherwise offensive.

The comments system will operate under the following guidelines:

* Email Privacy: Email addresses are required for commenting, and they are not published on the blog, nor shared. They may be used by the Managing Editor to privately contact the commenter.
* Language and Manners: This blog is for a wide audience, and comments which include offensive or inappropriate language, or considered by the Managing Editor and to be rude and offensive, will be edited or deleted.
* No Personal Attack Comments Permitted: No personal attacks are permitted in this blog’s comments. You may question or argue the content, but not attack the blogger, nor any other commenters.
* A Comment is Conversation: A comment which does not add to the conversation, runs off on an inappropriate tangent, or kills the conversation may be edited, or deleted.
* Commenters Blocked: Anyone who violates this Comments Policy may be blocked from commenting on this blog.
* All Rights Reserved: The ACGR reserves the right to edit, delete, move, or mark as spam any and all comments. They also have the right to block access to any individual or group of people from commenting, or from the entire blog.