

Publication Policy



All submissions to ***River of Life: Journal of International Volunteers*** will be reviewed by a Managing and/or Section Editor. Submissions that do not conform to guidelines will be returned without further review. Section Editors will send the paper out for additional peer review to at least one individual with either a disciplinary, cultural, or volunteer background applicable to the submission. Response from the reviewers will be considered by the Section Editor corresponding with the author of each submission.

Based upon the decision of the Editor, response to authors will be:

- Acceptable without revision
- Acceptable with consideration for minor/major revisions
- Unacceptable in present form

In all cases, the Editor will attempt to provide the author with feedback to assist in their publication goals. Accepted articles will be published to the ***River of Life*** website in PDF format and available for printing.

Submit papers to: cindi.brown@riveroflifejournal.org.

Writer's guidelines for all submissions

Each submission category carries a variable degree of required structure, which are listed below. However, it is also important to note the following guidelines common to all submissions, irrespective of submission category (especially the covering letter, abstract and word length requirements).

General

- ***River of Life*** provides a forum that is equally accessible to novice and experienced writers
- All submissions will be verified by a member of the ***River of Life*** editorial team through e-mail or telephone contact with the LDC counterpart
- Submissions that cannot be verified or followed-up will not be published

Covering letter

River of Life requires the writer to ensure that a representative from the organization where the volunteer worked reviews and approves a final version of the volunteer's article. Alternatively, articles may be written jointly by the volunteer and a member of the less developed country (LDC) organization. Thus, each submission must include a covering letter which provides the name and contact information of both the volunteer and the LDC counterpart. The covering letter should clearly state the volunteer's granting of permission for ***River of Life*** to contact the LDC counterpart and the contact information for that person. In your letter of submission, please indicate that you agree to the publication and copyright policies of ***River of Life*** and that your paper has not been previously published or simultaneously submitted to any other agency for publishing.

Copyright Policy

River of Life does not request a transfer of copyright and believes authors should have access to their papers for distribution. In agreeing to our publication policy, authors acknowledge they are required to duplicate the paper with the ***River of Life*** branding and/or reference clearly visible. ***River of Life*** retains the right to compile articles into electronic and/or printed volumes, and to restrict access to volumes based upon future membership policies.

Formatting

- Within each category, papers are required to follow a standard format. Refer to the submission details for the category to which you are contributing to ensure you adhere to the expected outline.
- Directly following the covering letter, each submission must include an abstract (150 words maximum) which provides a concise summary of the article and up to five key words
- All submissions must be limited to 1,500 words, and should be formatted in Times New Roman (12 point) font with double-spacing throughout the body. (Note that the covering letter, abstract and references [where appropriate] are not included in the 1,500 word maximum for the articles.)

Photography

You are encouraged to include photos with your article submission. Please select images that relate directly to some aspect of your article and do not send more than three pictures for any one submission. Send your photos by e-mail (to cindi.brown@riveroflifejournal.org) as low-resolution JPGs.

For each photo submitted, please indicate: the photographer's name, names of subjects (if possible or applicable), and descriptions of people and places and activities in the photo. In some cases, photographs of people must have subjects' permission for publication. Proof of permission may be required.

Finally, **River of Life** will not be liable for any copyright issues regarding unauthorized use of photographs. It is up to you to ensure that we have permission to reprint any other person's photos. Thus, it is preferable that you submit your own photos so they can be legally and readily used on the **River of Life** website.

References - Style Guide

References, if applicable, can follow the sample paper for the **in ACTION** category (available on the website) or must be formatted according to the Harvard Referencing System (full details are available at <http://www.ljmu.ac.uk/lea/78127.htm>). Below, samples from the Harvard Quick Reference Guide are provided for your convenience and reference. Whether you are creating a bibliography or a list of references, the following formats should be used, depending on the type of source being cited. (Please note the difference: a "bibliography" is a list of resources used / consulted during your research, or for further reading; whereas, a "list of references" is a list of resources specifically referred to in your paper.) Punctuation as indicated in the examples below should be followed exactly.

1) Book

HUGO, W.B. and RUSSELL, A.D. (1998) Pharmaceutical microbiology. 6th ed. Blackwell Science.

2) Electronic book

HUGO, W.B. and RUSSELL, A.D. (1998) Pharmaceutical microbiology. 6th ed. Blackwell Science.
Available from: www.netLibrary.com

3) Chapter from a book

MORT, D. (2000) The way ahead.

In: BUSHELL, T. (2004) Sources of Education. 4th ed. Gower. London. pp.153-182

4) Secondary reference

(i.e. work you haven't read which is mentioned in another work)

SMITH, D. (1993) Change good or bad?

cited in: JONES, R. (2003) Social Change and Educational Reform. Routledge. pp.24

Within the body of the text, to be cited as: Smith (1993 cited in Jones, 2003) argued that social change...

5) Journal article/newspaper article

N.B. List up to three authors. When there is more than three, list first author only and add "et al"

COSGROVE, D. and JACKSON, P. (2001) "New directions in sport science." American Scientist and Sport Vol.8, pp.103-167

6) Electronic journal article / newspaper article

MARTIN, E.W. (2000) "The legislative history of education." The future of children Vol.6 (4), pp.49-63 [online]
Available from: www.futureofchildren.org

7) Official publications

(e.g.) Act

Children Act 1989, (c.41) HMSO.

(e.g.) Act from online resource

Children Act 1989, (c.41). [online] H.M.S.O.

Available from: www.hmso.gov.uk

(e.g.) Government report

DEPARTMENT OF EDUCATION (1996) Special needs. H.M.S.O.

(e.g.) Command papers

HOME OFFICE, (1978) Reform for the Official Secrets Act 1911. (Cmnd.7285) H.M.S.O.

(e.g.) Statistical series

OFFICE OF POPULATION, (1990) General Survey for 1988 No.19. H.M.S.O.

8) Video / DVD / film / CD

Meetings bloody meetings. (1992) Video. Miramax.

Some like it hot. (1959). Film, directed by Billy Wilder. USA, United Artists.

SHOSTAKOVICH, D. (1959) Cello concerto no.1, performed by Maria Klieg & Polish National Symphony Orchestra, conducted by Antoni Wit. CD. Sony.

9) TV programme

The Nuclear Age, Episode 3: Europe goes nuclear. UK, ITV 26th October, 1988.

10) Live performance / dance

CHOREOGRAPHER. (date of premier) Title. [Date seen and where].

11) Web page

Florence Nightingale Museum Trust 1999, Florence Nightingale Museum website. Available from: www.florence-nightingale.co.uk

Nursing theory 2000. Available from: www.ualberta.ca/~jrnorris/nt/theory.html

Specific writer's guidelines for each category

at WORK Guidelines

Our **at WORK** submission category is for volunteer placements that focus on advocacy development, placements that included field visits to document the work of a local NGO in vulnerable communities, and/or for those who prefer to make a first-person, journalistic submission. Submissions in this category provide a first-hand account of work being performed by local NGOs, the issue(s) such work is intended to address, and how/if the work's goals are being met.

Specifically, **River of Life** seeks revelatory journalism that informs and inspires a more just and democratic world. Journalistic and media-related articles dealing with globalization, development, ethics, gender, race, culture, politics and social change in LDCs are encouraged. Our editors are looking for the expression of both the volunteer and the host NGO perspectives, particularly in learning best practices, overall findings, or recommendations from the comparison and contrasting of volunteer/host perspectives.

While all research methodologies are welcome, please note that this submission category tends to focus on articles within the qualitative tradition. Thus, articles should be casual in tone, and investigative, informative or experiential in nature. In particular, submissions in this category can be prepared as either:

- Hard-hitting, investigative reports (e.g. exposing corruption, bias)

- Thoughtful, provocative articles which challenge the conventional wisdom concerning issues of national importance
- Timely, people-oriented stories on issues such as the environment, labour, the media, health care, consumer protection, and cultural trends

Regardless of approach, each submission in this category should include the following:

- Issue/situation: Describe the specific development targeted by the organization and provide a background on the country-specific setting
- Objective/intervention: Describe the specific project/program of the organization you are documenting, its intended delivery, its current status, its challenges, and successes to date. Describe your volunteer role in relation to this project/program
- Observations/field report: Provide a first-person account of your experience and observations in the field
- Conclusion and recommendations: Explain how the organization's work goals are being met, and what "next steps" are required to increase relevance and effectiveness of the intervention(s). Consider how this approach might apply to other countries
- References: If applicable

in ACTION Guidelines

Our **in ACTION** submission category is for volunteer placements that focus on "Action Research" – an approach to organizational development that involves the volunteer working with the host to create change through analysis and interventions. Submissions in this category describe the research issue/objective, the methodology and findings, and are structured/academic in tone and style. Authors are encouraged to include information on their organizational affiliation.

Action research (AR), like other forms of academic inquiry, requires a systematic investigation of a situation or level of previous knowledge. In addition, the expectation with AR is that a change will occur as a result of the intervention. Importantly, although there is a tendency for the term "research" to be linked to "science" and to imply a technical approach to knowledge, this is not our focus. This **River of Life** category is intended to promote documentation of interventions that directly resulted in positive change. In all cases this will involve the integrated activity of the volunteer within an organization or in cooperation with several organizations.

AR topics are not in any way limited to a particular discipline or type of intervention. Positive action can be documented in many ways – as a result of changes in communication strategies, advocacy coordination, or even attitudinal shifts. We consider AR to be any observable paradigm shift in attitude, activity or advocacy. Thus, contributions may be interdisciplinary, multidisciplinary, trans disciplinary or focused on one specific area of endeavour. For example, volunteers could report either:

- A focused topic, such as enhancing technology within a particular organization
- A multidisciplinary topic, such as the expansion of health care programs to include watershed management issues, alternative livelihood strategies, and enhanced interjurisdictional communication

Regardless of approach, each submission in this category should consist of the following sections clearly identified within the manuscript:

- Objective: Describe the specific development targeted by the intervention and provide a background on the setting, such as country specific references
- Challenge: Outline challenges encountered in the project or program, including the time allotment for your volunteer stint
- Strategy and Results: Describe the research conducted and the changes that occurred from the action
- Conclusion: Explain the next steps and how the research might apply to other settings within the country and/or in other countries
- References: If applicable

by HEART Guidelines

Our **by HEART** submission category is for volunteer placements that brought about personal transformation, and/or for those who prefer to write a reflective account of their experience, using a personal voice in a creative, affecting style. Submissions in this category relay personal insights, observations and lessons learned, and focus on the emotional, inspirational, and motivational aspect(s) of the country, culture, organization.

Specifically, it is recommended that submissions are “memoirist” in one of two ways:

1) Explore an event / series of events by describing them and then showing (directly or indirectly) how they are / were significant to you, your life, or your overall volunteer experience. Focus on description, motivation, inspiration

-or-

2) Explore a problem or conflict and its resolution, and then show (directly or indirectly) how your understanding of the situation is significant to you, your life, or your overall volunteer experience. Focus on lessons learned and insights gained

In both cases, articles should demonstrate the following characteristics of the memoir form:

- Focus on a brief period of time, to capture highlights or meaningful events in one’s past
- Include retrospective contemplation of the meaning of the event(s)
- Use an emotional style to capture the feelings associated, rather than simply documenting each fact and detail
- If possible, use narrative structure, and any of the usual elements of storytelling such as setting, imagery, characterization, foreshadowing and flashback, and irony and symbolism

Additionally, authors are encouraged to bear the following tips in mind when composing a submission to the **by HEART** category:

- Tell a story: Use fictional techniques and structures such plot, characters, and dialogue to evoke an emotional response in the reader
- Explore a theme: Ensure that you effectively relate your personal story to your volunteer placement and situate it in the larger country/cultural context
- Use your voice: Express yourself in a voice that is personal, intimate and memorable. Do more than simply describe a scene or event – reach out with your voice to “move” the reader
- Choose meaning over memory: Your challenge is to reveal the deeper meaning behind your memories. The learning and insights which emerge from your memories are the essence to be conveyed and shared

Overall, authors are encouraged to use this category for expressive and creative writing that challenges what is “expected” in a volunteer’s report of an international work experience.