Submission Rules and Guidelines

The Peterloo Institute is always looking for interesting and engaging submissions. We are open to considering work on a wide range of policy topics, although we're especially interested in writing that is related to our research specialisms: regional inequality and structural racism.

We actively want to hear from you, irrespective of your academic background. You do not have to be a student to send us your work, and this is not a site solely for political science graduates (although they are very welcome!). We value lived experiences, alternative perspectives, and anything else that contributes to progressive policy. Our editors can also offer advice to help you from forming your initial idea to arriving at publication.

However, before you send us something, please read the advice below carefully.

Theme

- All submissions should be related to political policy.
- Work that can be related to our research specialisms (Regional Inequality and Structural Racism) will be prioritised, but other work may be considered for publication.
- The Peterloo Institute is a non-partisan organisation. Therefore, work that only deals with opinions on partisan politics and political parties, and not with policy, will not be considered.
    - Example: A blog post praising or criticising the Labour or Conservative Party will not be considered. However, if the piece is addressing the party or politicians' position on a policy question, it would be appropriate for publication.

Publication Types

Blog posts
- Word count: 350 - 1000.
    - Exceptions may be considered on a case-by-case basis but only with the authorisation of the Chief Editor.
- Blog posts are a way of presenting an issue (usually one) in a shorter, more digestible format. They typically outline a current event, how it relates to a policy issue, and suggest a solution
- We accept a range of styles, such as interviews, policy critiques, or proposals.
- Blogs should include a title (10 words maximum) and, if the work is longer, subheadings approximately every 200 words (10 words maximum).
- For blog posts, any academic works cited should be included in the bibliography below the work. Please use the Chicago style. However, academic references will often not be included in the final publication.

- Hyperlinks are preferred and should be used throughout the text if desired..

Interviews

- If you wish to speak to a person or group for a publication on our platform, please do not approach them in our name unless you have expressly received consent from the editorial team.

Policy Briefs/Research Papers/Other Formats

- If you want to submit long-form content to be published on our site, then please contact the editorial team via email and we will be happy to discuss your ideas in more detail.

Style & Formatting

General

- All work should be sent in Times New Roman, 12 point font, double spaced.
- All work should include your name, preferred pronouns, and any relevant titles (e.g. MP, Dr, etc) at the top of the piece, along with the word count.

Register, jargon, and writing level

- Submissions should be written in a formal style in line with commonly accepted spelling, grammar, and punctuation. If you have any doubts, refer to the BBC style guide.
- UK English should be used.
- We want our work to be as accessible as possible. As such, avoid jargon where possible. If you choose to include it, try to provide a very brief layperson's understanding, ideally linked to a site with more information.
- Acronyms should only be included after first fully writing out the phrase, and can then be used alone.
- E.g. Greater Manchester Combined Authority (GMCA)... GMCA has done…

Images

- Any images should be sent in gif, png, jpg, or jpeg formats.
- All images provided must be submitted with evidence they are free to use and in the public domain.

Publishing Ethics & Plagiarism

- As such, any external work does not reflect the position of The Peterloo Institute.
- Any work you submit must be your own. The Peterloo Institute rejects plagiarism in the strongest terms.
- Contributors are wholly responsible for the content of their work, such as accuracy and content.

Inclusivity & Diversity

- Submissions that include insulting, aggressive, or otherwise derogatory content towards any individual, group, or otherwise will not be tolerated. We welcome disagreement and discussion, but your work must always reflect the respect and tolerance which underpins everything we do at the Peterloo Institute.
- Writers who submit offensive or illegal content will not be considered for future publication.
- We want to provide an inclusive platform for a diverse range of writers. We actively encourage publications from people of marginalised backgrounds.
- Our team works very hard to ensure all submissions are treated with respect, empathy, and understanding. Our role is not to write for you but with you, providing support for your particular perspective.

- We are constantly looking to improve our submissions process and make it as easy as possible for a full spectrum of people to publish their work with us. If you feel there are any barriers to entry with the existing rules and guidelines, you can contact either our editorial team or our inclusivity and diversity officer(s), who will handle your input with respect whilst upholding the rigorous standards of the Institute.

Submission Process

- Once we receive your work, it will be assigned to a relevant editor who is best placed to help you.
- The editing process can take place through Google Docs (in which case suggestions will be left on the document) or another word processing software, in which case the editor will agree with you the best method for communicating changes, likely via email.
- They will read your work and make the initial assessment as to whether it is in line with the editorial rules and guidelines.
- If your work is something we would be interested in, the editor will work with you to make any necessary changes to ensure it adheres to the standards we expect from our publications.
- You will have the final say on changes, except copy editing issues, in-house stylistic rules (such as the use of the Oxford comma), or other aforementioned content issues.
- Before your work is published, it will always be read by a second team member, who will consult with your lead editor on any suggested changes.
- We will always provide a justification if your work is rejected. If this is the case, please do not resubmit the work unless it has undergone substantial revision.

- If your work is accepted, we will confirm your consent for publication in the agreed form and it will be passed on to our content and marketing team, who will organise the scheduling and publishing on our digital platforms.

All submissions should be sent through the Google Form OR sent to: editorial@thepeterlooinstitute.org
with your name, pronouns, preferred contact information, chosen research specialism, and a brief summary of the work (around 50 words or 3 sentences).

If you have any further questions, please get in touch via email or through our social media and we'll be happy to answer!
Happy writing and we look forward to reading your work.