

Essentials Submission Guidelines

Audience

Essentials is an online publication hosted by AFA and publicly available to all individuals interested in and invested in the sorority and fraternity profession. *Essentials'* main goal is to highlight best and promising practices in the sorority and fraternity profession, and showcase and highlight the processes and paradigms our professionals are using to evaluate and redefine practice in our work.

Submission Guidelines

AFA welcomes articles for *Essentials* that share a valuable lesson told through a story.

Stories of Practice: Designed to highlight best and promising practices in the FSL profession in natural and personal ways that help serve professionals and stakeholders in understanding the ever-changing dynamics of the field. 'Stories of practice' should consider the following questions as foundational guides:

1. Can you give us an overview of the unique problem you were trying to solve/practice you were trying to improve?
2. What were your immediate takeaways from [insert appropriate verb - planning, executing, implementing, processing etc.] this practice [or insert topic being discussed]?
3. In what ways is what you experienced [or insert appropriate verb] specific to your environment/campus/group? And in what ways is what you experienced more universal to the association and its members?
4. Who was your biggest supporting professional partner or advocate as you navigated this experience? How did their involvement or support affect the level of success?
5. What can others learn about their own professional practice from your efforts?

Stories of People: Showcase humans who power changes or improvements in student affairs and FSL work, and tell a story about how they approached their efforts. 'Stories of people' should consider the following questions as foundational guides:

1. Describe a pivotal moment in your career within fraternity/sorority life or student affairs that significantly altered your approach to your work.
2. Talk about a valuable lesson you learned from a difficult situation or failure in your work.
3. If you could go back and give your past-self advice before you encountered this pivotal moment or challenge, what would you tell them?
4. Discuss a time when your work had a significant impact on the culture or dynamics within a fraternity/sorority or the broader campus community.

5. How have the challenges and experiences you've encountered in your work contributed to your personal and professional growth?

Essentials aims to provide a space for great conversation starters and storytelling that captures the day-to-day variance of the FSL profession. AFA members can share ideas for article topics and can submit an article through the *Essentials* submission form.

Publication Timing

Articles for *Essentials* are published on a rolling schedule, and AFA members are encouraged to submit articles at any time for consideration. Editorial board members will edit submissions and work with authors and AFA Central Office Staff to promptly publish articles that are submitted and edited. Editorial board members will also write articles and recruit others to submit articles.

Language & Style

Authors are to follow the journalistic standards of the Associated Press Stylebook. When appropriate, authors may write in the first person. Although style formatting will take place before publication, authors should consider submitting work in sans-serif 12- point font for reviewing purposes. For more information, [please review this article on helpful AP tips/tricks](#).

Recommended Length

The *Essentials* recommended story length ranges from 500-750 words. A story's quality, relevance, and practical application will be deciding factors in publishing. Any further questions regarding the length of stories should be directed to the *Essentials* editors.

Submission

Submit articles electronically to the *Essentials* editors or editorial board by filling out the [Essentials submission form](#). In the form, please attach a text file (Word Doc or Txt File) containing your story. All diagrams or graphic figures should be included in the document.

It is the author's responsibility to keep the editors informed of any changes in contact information after the story is submitted for review. All submitted stories will be edited for grammar and style. If substantial revision to the content is necessary, the author(s) will be contacted for approval. However, it should be noted that changes may be made without the author(s) knowledge prior to a story's publication.

Review Process

Once a story has been received, the *Essentials* editorial board will review for content relevancy and quality based on style, fit with the mission of the publication, and value to the AFA membership. All notification of acceptance or rejection will be made by the *Essentials* editors.

Policy on Copyright and Plagiarism

By submitting a story for review, you are responsible for ensuring that it has not been and is not being registered for copyright elsewhere. Plagiarism of any kind will not be permitted. If the *Essentials* editorial board has any reason to think that an article submission contains plagiarized content it will not be published.