

## Style Guidelines & Referencing

### General

- Articles should generally be between **400 - 800 words**. We will work with contributors to cut or expand if necessary. However, longer and shorter articles will be considered for publishing on a case-by-case basis.
- **A standfirst** (one sentence summary introduction) will head every article - this can be provided by the contributor or the editor, following the format below;
  - *"Feminism teaches us to interrogate our own bias, power and complicity in unjust social structures – philanthropy stands to learn a lot, says Rachel Stephenson Sheff."*
- Use **British English spelling**.
- Only use capital letters for proper nouns; names, specific locations, organisations, countries, etc. ( e.g. Kampala, but central Uganda)
- Acronyms should be introduced to the reader. The first time you talk about an organisation it should be written in full, thereafter you can use the acronym.
  - I.e "...the decision reached by the World Health Organisation (WHO) was that all people working for the WHO..."

### Numbers

- Spell out numbers zero through nine (one, two, etc.) and use numerals thereafter (11, 110, 1,100, 11,000, etc.) until 1 million (1.1 million, 11 million, etc.)

### Language

- The language we use can have a powerful impact and we ask our contributors and community members to use theirs responsibly. Care should be taken when discussing sensitive issues to avoid offence and empower the vulnerable or oppressed.
- We will not publish articles with racist, sexist, homophobic, transphobic, classist, ableist, derogatory or prejudicial language of any type. *Unless this is used in an attributed quotation (such uses will be considered on a case by case basis and words will be censored in publication, a trigger warning may also be attached to the top of the article).*
- [.See our tone of voice guidelines here.](#)

# WE ARE RESTLESS

YOUNG VOICES ON THE ISSUES THAT MATTER TO THEM

- We also make the following recommendations (this list is constantly updated). Note exceptions can be made to the use of these words where the dynamics they produce are the focus of the argument;
  - Changemakers, (or participants where appropriate) **never** beneficiaries.
  - Low-income countries **never** poor countries
  - Global North and Global South **never** first world and third world
  - HIV and AIDS **not** HIV/AIDS
  - GBV Survivors **not** victims
  - Young people **not** children, teenagers, etc.

## Referencing & Fact Checking

- All quoted statistics, and claims of a factual nature will be fact-checked by our editorial team. Contributors will be asked to provide references/citations for any such claims (unless such claims are so widely accepted as to deem citation unnecessary). Without credible citations the author may be asked to remove certain claims.
- The trustworthiness and reputability of sources will be at the discretion of the editorial team. However using information from the following sources is encouraged;;
  - United Nations agencies and affiliates
  - The World Health Organisation
  - Restless Development
  - Accredited universities
  - The Associated Press Agency
  - Reuters
- We use hyperlink referencing (here's some guidance on how to do this in a [google doc](#) or [word document](#)) - but when information is sourced from non-digital locations will be referenced in [APA style](#)
  - This includes a short in text citation and a longer description added to the end of the article under **References**.
  - In text citation; (author surname, year, page number)
  - Reference; Author surname, initial., year, title, page number, publisher

## Images

- All photos should be captioned properly, with context given as to what is happening
- All images should meet our [photography](#) standards
  - Images that you provide may be edited to fit the Restless Development style.
- Where images are not provided (or images with royalties) they will be replaced with images without royalties. You are invited to use sites such as [pxfuel.com](#) or [Unsplash.com](#) to find good quality free images.