

## The Humanitarian Leader – FAQs for Contributors

The Centre for Humanitarian Leadership strongly encourages potential contributors to read this document prior to submitting a paper.

### **How long should my paper be?**

We require all papers to be written to approximately 5,000 words. Papers significantly under or over the word count may be returned to the author without being considered for submission.

Please note the word count does not include abstract, author information, leadership relevance response, or bibliography.

### **What should my paper be about?**

Potential contributors are encouraged to submit papers which challenge our collective assumptions about the humanitarian and/or aid sector. Papers should inform humanitarian leadership practice, and contain ideas useful to humanitarian decision-makers, or that interact with core concepts of the humanitarian sector.

To get an idea of the type of papers we publish, view [previous papers](#) on the CHL website.

### **Can I submit an idea or abstract prior to writing a full article?**

Yes. If you would like to have your abstract reviewed prior to submitting a full paper, you can email the Editor at [nazanin.zadehcummings@deakin.edu.au](mailto:nazanin.zadehcummings@deakin.edu.au)

### **What happens once my paper is submitted?**

A member of the editorial team will read your paper to determine if it is within THL's scope, uses evidence to support its claims, and is general suitable for publication. The Editor will contact you within three weeks of submission with the outcome.

### **Do I need to use references?**

Yes. Referencing must be in APA7 format. You can find a [guide to APA referencing](#) on the Deakin website.

### **Is my article peer reviewed?**

No. A member of the editorial team will read your article to ensure it is appropriate for *The Humanitarian Leader*, but your article will not go through a full peer review process.

### **Will my paper be copyedited?**

Yes, the CHL Communications Team will have your paper professionally copyedited to ensure it meets house style.

### **Will I have a chance to review my paper once it is copyedited?**

Authors will be sent a copy of their edited manuscript with any editorial queries. Authors can request changes and corrections at this stage.

**Where will my paper be published?**

Your paper will be published on [OpenJournals@Deakin](#) and shared via the CHL website, social media accounts and other communications channels.

We encourage published authors to share their article widely with their networks via OpenJournals and the CHL communications channels, e.g. sharing posts from CHL social media accounts.