

Guideline.

Submission Guideline.

a guide for young and
aspiring writers





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by

Hevsel Times

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Part I: Publication, Editorial, Eligibility

In this section, we will provide you with necessary steps you need to take for your essay's publication, an insight of how our editorial process is conducted, and eligibility criteria and requirements.

How to Start Writing?

One of the main concerns of aspiring and young writers is that they are not sure where to start or what they are planning to put into words will be well-articulated and applaudable enough. We advise all the prospective writers to focus on the topics that interest them the most and do not fear to even delete their whole essays and restart from the scratch — sometimes the best articulated and most applauded essays tire their pens and papers the most.

How to Submit Your Essay?

You can submit your essays through the 'Submit Your Article' section on our official website, or if it is not accessible and convenient for you, you can directly email us at hevseltimes@gmail.com. Please be sure to follow our submission guidelines, and if you detect a mistake in your submission, you can directly email us so that we can make the necessary changes.

Editorial Process

Editors are hired by our executive board and essential to the core of our organization. Although every editor has different working style and ethics, they all follow these basic and simplified steps:

1. After your essay is submitted and successfully passes the initial evaluation, your essay is handed to editors who are specifically most qualified in your essay topic.
2. The editor assigned to your essay firstly revises your essay to detect mistakes that cannot be edited by them, but only by you. According to this, we may reach out to you and ask for your corporation to edit them.
3. After your editor decides that the other mistakes can be edited by them, they start editing your essay by correcting issues at the core of writing, such as sentence construction, consistent usage of syntax, and language clarity.
4. After editing of your essay is finished, your editor starts proofreading your essay to detect grammatical and punctuation mistakes.
5. Once both editing and proofreading are finished, your editor informs the executive team and chooses a date to publish your essay.

Once your essay is published, you will be informed through the email address you provided us with. Editorial process usually takes 1-2 days to edit and 3-5 days to publish, though this period may be extended given the inoccupation of our team during that time.

What If My Essay Is Not Accepted/Published?

At Hevsel Times, we aim to academically enrich young and aspiring writers. We are well aware of the fact that no one is perfect, and there is always room for growth and improvement — after all, this is what we strive to emphasize. However, sometimes, even after our editors get in touch with writers to correct the mistakes that they cannot edit, we may not accept or are unable to publish the essays. This mainly arises when the writers in question are not responsive enough or the essays are not found appropriate to publish on a large scale — we are strict when it comes to offensive phrases, words, or implications regarding any communities. Once we deem your essay as inappropriate to publish, we will notify you through the email address you provided to us. You can always resubmit your essay once you have done the necessary changes.

Even though this happens rarely, we ask for prospective writers to be a little more sensitive on the topics they cover and responsive to us so that we can form and maintain a healthy and enlightening communication.

Eligibility Criteria and Requirements

You are eligible to submit if you meet these criteria:

1. You must be aged 14-19.
2. You must be enrolled at a secondary education institution (Writers in their gap year are also welcomed to submit.)

You must also fulfill these requirements before submitting:

1. You must cite all your references in APA6
2. References should be clearly documented with in-text citations and references list in APA or MLA style.
3. Articles must be in English and at least 400 words but not exceed 1,200 words. Word count includes footnotes, titles, headers, footers, and in-text citations; but not reference lists.
4. Plagiarism will not be tolerated. Your article must be your own words unless quotations are explicitly noted. If plagiarism is suspected, the article will be examined.
5. Your article should only be written by you. Any outside assistance or group work must be stated at the beginning or end of the entry.
6. Provided that your work is original, published work is accepted. Please provide a reference for the date and media of the publication.
7. Your essay must be submitted for the topics that are respective to the ones provided on our website. You are welcomed to submit for more than one topic.

Composition Rules

There are certain composition rules that we want you to follow:

1. Submissions should be in Word (DOC/DOCX) or PDF format, and 12-point Times New Roman, with 1" margins.

2. All images should be high quality (1200 dpi for line art, 600 dpi for grayscale and 300 dpi for color, at the correct size. Preferred formats include: PS, JPEG, PNG, or in Word (Docx).
3. All work must be original to the author.
4. For digital indexing, include 4-6 keywords.
5. Only standardized abbreviations and symbols are acceptable to be used. If other abbreviations are employed, they should be defined when they first appear in the text.

Part II: Writing Your Essay

Essay

In this section, we will provide you with an overview of essay writing and break down each section.

Structure

The structure of academic essays primarily depends on the organization and/or journal you want to present and submit your work. At Hevsel Times, we expect you to follow our composition rules and write according to at least one of the topics provided on our website. In general, these are the structure section of academic essays that are widely recognized and required:

Introduction

A good introduction paragraph is essential to your academic essay — if not the most essential part of it. In the introduction paragraph, you need to:

1. catch the attention of your audience
2. set the direction of your essay
3. give the background of your topic
4. reveal your 'Thesis Statement'

If you ever realized, many accomplished and qualified writers try to hook the attention of their readers so that they could give some sort of excitement before they introduce deeper and more complicated arguments in the following body paragraphs. This way they could eliminate the possibility that their readers might get bored and stop reading their essays midway — you should also aim for eliminating this possibility. One way to achieve this is by using language tools such as syntax or metaphors. Another way to achieve this is by not fearing to use your words; your words should listen to you, not vice versa. The final and may be the most important way is setting forth a strong 'Thesis Statement'.

Thesis Statement

A thesis statement is the concise summary of your essay that appears mostly in the introduction paragraph, but can also appear in the closing paragraph. A strong and intriguing thesis statement will enhance your essay and help you focus on your topic and what you want to argue/present in your essay.

It is likely for both writers and readers to lose focus, for both writing and reading can tire our brains, and then it gets harder to refocus. A comprehensive and concise thesis statement will help both you and your audience to refocus without losing the flow of your essay. Your thesis statement should include:

- the limited subject of your essay
- your precise opinions
- the blueprint of your reasonings

Your thesis statement should not include commonly-used and vague words, such as “good” or “many ways”, but instead you should use more sophisticated synonyms of these words. Moreover, you should make the direction of your essay clear in your thesis statement and stick to it throughout your essay — try to refer back to the points you introduced in your thesis statement in your body paragraphs. After the thesis statement, body paragraphs come.

Body Paragraphs

Body paragraphs are the skeleton of your essay; that is, you put forward your main argument, which you already introduced in your thesis statement, by detailing it as much as you see sufficient to get across your main points to your audience in body paragraphs. You can write only one body paragraph up to ten or even a hundred of them, at the end, it depends on your judgment. However, most of the academic essays you encounter will most likely include at least three body paragraphs, each discussing and detailing another specific detail of its author’s main argument.

Aforementioned, a well-established introduction paragraph and a strong and concise thesis statement set the stage for body paragraphs; thus, they are inseparable and should be taken into account together. You should be able to take the full control of the articulation of your body paragraphs — you may put forward a specific point to your argument in third body paragraph and then refute it two paragraphs later, or you can intertwine the paragraphs, such by each leaving some open door to be discussed in the consecutive paragraphs. There are many ways to strengthen and sophisticate your body paragraphs, and you should be able to utilize them as needed:

- 1.giving concrete and cited evidences
- 2.explaining and showing why the evidences provided are relevant to your argument
- 3.using rhetorical devices
- 4.adding your own analysis and interpretation
- 5.establishing correspondence between your body paragraphs
- 6.avoiding repetition
- 7.relatng back your arguments in your body paragraphs to respective body paragraph’s introduction sentence and your essay’s thesis statement
- 8.starting each body paragraph with a strong and comprehensive introduction sentence
- 9.concluding the each paragraph
- 10.using relevant transition words, such as ‘moreover’ or ‘nevertheless’, to link the paragraphs
- 11.if relevant, providing ascertained data and quotations from respective renowned experts
- 12.proofreading and editing

If you take these suggestions into account and establish your body paragraphs according to them, you will come up with body paragraphs that can capture your main arguments well while also being academically rich. After you are done with your body paragraphs, the last part, closing paragraph, comes.

Closing Paragraph

A closing paragraph allows you to compile and summarize what you have discussed and introduced in your body paragraphs in just a few sentences. It is relatively easy to articulate a closing paragraph, for you should be familiar with your essay by the end of your last body paragraph. Although it is stated that including a closing paragraph is not a must, it is still a vital part of your essay. Without a sufficient and comprehensive closing paragraph, your readers will feel as though lost and out of focus — this may lead your essay to lose its academic relevance to some extent. As mentioned, a thesis statement can be both inserted into the introduction or closing paragraph, though it is almost always preferred to be at the end of the introduction paragraph for comprehensiveness concerns. However, we advise you to paraphrase your thesis statement in your closing statement and give some extra details you deemed as the most important and interesting from your introduction and body paragraphs. After you close your essay, you need to list the references you used in your essay under the 'References' section.

References

Each essay should have references and/or in-text citations. Often, audiences deem an essay relevant only by checking whether they have a references list or not. The resources you used should be cited appropriately to avoid any possible plagiarism issues and appeal to the logos and ethos in your essay — that is, providing the resources you used can demonstrate how well you are established and personalized in the area you covered as well as substantiate that what you are discussing in your essay has a solid base. Moreover, you need to be careful of where you are obtaining your sources; that is, a professional references list will consist of sources from published papers and acclaimed writers. However, a well-established essay should not contain lots of references since it may indicate that the writer is not as educated as in the topic they chose to cover; thus, it is our suggestion that you do not use too many references and/or in-text citations.

Figures and Tables

Although it is not a requirement, some writers prefer using figures and tables to demonstrate their arguments more clearly. Both the figures and tables should be of high quality and minimum pixelation. Moreover, an explanation and a citation must be placed right under them to avoid incomprehension and misunderstanding as well as any possible plagiarism issues.

Writing Style

We do not want to restrict any of our writers; therefore, we do not indicate any specific

writing style to let them express themselves according to the flow of their respective essays. However, you are expected to follow an academic writing style and use a non-vulgar language. Moreover, you are also expected to proofread and follow our formatting and submission guidelines before submitting your essay.

Audience

While writing your essay, one of the most important aspects you need to bear in your mind is your audience. Each essay addresses a different audience, and this applies to each journal as well. As Hevsel Times, we primarily aim to reach to young and aspiring leaders, writers, and scientists, though we outreached to professors, teachers, undergraduates, and many more up to this moment. Thus, you need to make sure that your specific audience and Hevsel Times audience can keep up with your essay.

Misconduct and Its Consequences

Hevsel Times strongly condemns any type of misconduct and enforces counteractions according to the severity of committed misconduct. Your essay may be banned from getting published on our website, or you may get permanently penalized from submitting your essays to us. However, in most of the cases, where the committed misconduct can be fixed, we choose to contact the respective author and ask them to make the appropriate changes and resubmit their essay. Although the types of misconduct vary a lot, these are the most encountered and committed types:

Plagiarism

Copying and illegally utilizing any part of the works by other authors without giving any credit is strongly prohibited and must be avoided. Most of the time, authors choose to avoid any possible plagiarism issues by citing the sources they used in either references list or as an in-text citation. If you are feeling conflicted as to what is considered plagiarism and what is not, we strongly advise you to give references whenever you state a fact that is not a common knowledge and require you to skim through other authors works as well as whenever you present an idea that is not yours.

Fabrication

Fabrication refers to the faking of any facts and results. Most of the time, audiences tend to believe in any fact they see if it appeals to logos and ethos; thus, they may not deem necessary to check through the facts and results that are presented to them. As a consequence, some authors take advantage of this and choose to fabricate evidence, facts, and results to solidify their arguments. We strongly condemn such an act and require you to use reliable sources.

Falsification

Falsification refers to the deliberate manipulation of any evidence, result, or fact for one's personal interests. For whatever reason, you should never falsify any evidence, result, or fact to deliberately spread misinformation or solidify your argument.



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Presented To
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Presented By
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