

## General Guidelines for Writing a “Voices” Article

“Voices from the Sylff Community” is a special section of the Sylff website featuring articles by Sylff fellows about their academic and social-engagement activities. Fellows can also share their analysis of or perspectives on global and grassroots issues. We hope that many more of you will submit articles to this site and create greater synergies among the fellows.



Please keep in mind that readers are not likely to have specialized knowledge of your area of expertise. So be sure to include any background information that a reader would need to understand the significance of your submission. A brief description of personal motives for choosing your topic may also be helpful. Remember that the article should appeal to a broad, general audience, so please do not simply submit a chapter from your dissertation or other research paper—full of technical terms and with a long list of references.

If you have submitted an SRA or SLI report, the Tokyo Foundation may contact you asking you to expand it into a “Voices” article. Please note that all submissions will be screened by the Tokyo Foundation. **There is no fixed deadline for submission.**

“Voices” articles written to date can be found at:

<http://www.tokyofoundation.org/sylff/voices>

Articles will also be compiled into a print booklet for distribution to various universities and at conferences involving the Foundation.

When writing your article, please follow the rules below and provide all requested data.

- Length: Should be approximately 1,500 words
- Quotes: Please cite sources if you include any quotes
- Photos: Digital files and captions should accompany your story
- Bio: Send a brief bio (under 100 words) and photo to be posted with your article (refer to stories on the Sylff website). See sample below:



(Your name) received a Sylff fellowship in (year) while enrolled in a (degree) program) at (name of Sylff institution). Her research focused on understanding the healthcare and hygiene conditions in developing countries, especially in Africa. After earning her PhD, she has worked at (name of organization), where she has been involved in (types of activity).

If you have any questions, please feel free to contact the Tokyo Foundation at any time. We look forward to hearing from you and receiving your article!

*Contact:*

Leadership Development, Tokyo Foundation

Email: leadership[a]tkfd.or.jp (replace [a] with @)