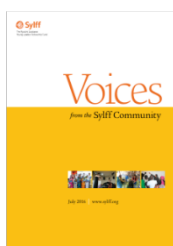


## General Guidelines for Writing a “Voices” Article

“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 Sylff Association Secretariat may contact you asking you to expand it into a “Voices” article. Please note that all submissions will be screened by the Association Secretariat. **There is no fixed deadline for submission.**

“Voices” articles written to date can be found at: [https://www.sylff.org/news\\_voices/](https://www.sylff.org/news_voices/)

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

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 and photo (a head shot in over 350 × 350pix is preferable) to be posted with your article (refer to stories on the Sylff website). A profile template is available to download on <https://www.sylff.org/fellows/>. Please fill in the template and send it to us with your article.
- Please understand that your article will be reviewed by our editor. We will ask you to check the edited version before uploading it onto the website. (The Sylff website uses American English.)

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

*Contact:*

Sylff Association Secretariat

Email: [sylff\[a\]tkfd.or.jp](mailto:sylff[a]tkfd.or.jp) (replace [a] with @)