Submission Guidelines – Wavelength Newsletter

September 2015

Wavelength newsletter is an online summary of Emergency Telecommunications Cluster (ETC) news distributed every two months. It is dedicated to bringing readers the latest updates, developments, news and materials from ETC global activities and the wider Information and Communications Technology (ICT) emergency community.

Since the first issue of *Wavelength* newsletter in July 2009, 25 issues have been released and the mailing list has grown to just under 2,000 contacts from humanitarian, private sector and government organisations, as well as those who just have a general interest in technology in emergency operations.

Changing format and frequency over the years, the newsletter has proven to be a valuable tool to reach various audiences. The purpose of this document is to provide an outline of the newsletter and guidelines for those looking to submit editorial for upcoming issues.

What topics can be covered?

Like the ETC itself, *Wavelength* newsletter is inter-agency with contributions from across the network. Relevant, topical and creative editorial submissions from across the network are encouraged.

Wavelength newsletter covers a variety of subjects, all within the theme of ICT in humanitarian emergency response. In the past, topics have included:

TOPIC	EXAMPLE
Partner collaboration	• http://www.etcluster.org/news/partners-expand-internet-services-fight-against-ebola
Operations	• http://www.etcluster.org/news/darkening-days
Events	• http://ictemergency.wfp.org/web/ictepr/wavelength20/humanitarian-ict-week-2014
Training	• http://www.etcluster.org/news/ict-emergency-management-governments-and-partners-ict4gov
Technology	• http://ictemergency.wfp.org/web/ictepr/wavelength17/bits-and-bytes-in-emergency-sites

The subject should resonate with the wider ICT in emergency response community and, ideally, contain some element of collaboration between organisations.

What is the required format?

News articles, interviews, opinion pieces, Q&A, blogs, etc. can all be submitted for inclusion in *Wavelength* newsletter. Examples from previous issues include:

FORMAT	EXAMPLE
Editorial	• http://www.etcluster.org/news/todays-strategy-ensure-tomorrows-humanitarian-connections
Blog	• http://www.etcluster.org/blog/road-recovery
Interview	• http://www.etcluster.org/blog/how-rami-returned-home-help-bring-ebola-under-control
Q&A	• http://www.etcluster.org/blog/qa-martin-falebrand-ericsson-response

EDITORIAL:

- 300 - 600 words
- Use British English spelling and grammar
- Due to the wide audience, *Wavelength* newsletter carries both technical and non-technical editorial
- Each *Wavelength* submission must come with at least one accompanying photo.

PICTURES:

- Pictures should be shared in .png, .gif, .jpg, .jpeg formats. (Please do not embed photos in the text of the submission.)
- Include photo captions and photographer credits
- Include the names of each person in the photo when possible
- Images should be at least 700px x 400px.
- Preferred format: landscape orientation.

What is the process?

- The Global ETC Support Cell seeks content 3 to 4 weeks prior to the release of the newsletter, though submissions are welcome at any time.
- Editorial should be provided at least 10 days before the release to allow enough time for the review process.
- Submission and all relevant attachments (photos, illustrations etc.) should be emailed to ictemergency@wfp.org cc. katarzyna.chojnacka@wfp.org.