

# iAM e-Magazine: ideas, actions, movements

## PERSPECTIVES ON GLOBAL CHANGE

### **SUBMISSION GUIDELINES:**

As a signatory member of the Canadian Council for International Cooperation's 'Code of Ethics,' OCIC subscribes to and will only accept submissions that abide by section S6.4 of the Code as follows:

- a) Respect the dignity and rights of the individuals portrayed and their way of life;
- b) Are accurate, balanced, truthful and representative of reality and do not generalize and mask the diversity of situations;
- c) Portray local communities as active agents in their own development process and do not fuel prejudice or foster a sense of Northern superiority; and
- d) Encourage a sense of interconnectedness and interdependence between the Canadian public and the people shown in the image or discussed in the text.

### **Judging Criteria:**

In preparing your submission, please keep the following in mind:

- Focusing on Southern voices is a priority for OCIC
- We are looking for thought-provoking pieces that integrate originality and creativity
- We will be looking for pieces that not only include reflections about global issues, but also tools that encourage positive action

As an equity-seeking group, OCIC encourages submissions that represent the full diversity of communities around the world including complexities of intersecting identities such as ability, age, citizenship, class, race, gender and sexual orientation. As such, we encourage applicants to self-identify in their bio.

In addition, the following guidelines will also apply:

### **Written Submissions:**

OCIC is interested in compact, provocative submissions that will stimulate discussion and help to shape the magazine and the sector. OCIC invites student submissions. While essays are limited to a maximum of 1,500 words in length, we also welcome shorter submissions.

Written submissions must be well argued and well written. 'Well argued' means that the argument is clear and logical. 'Well written' means that the argument is accessible and well phrased.

### Guidelines

- All written submissions should be prepared according to the following guidelines and saved as a word document (in Microsoft Word format).
- Submissions must be in English and suitable for a general audience.
- The length of essays is limited to 1,500 words maximum, including figures, tables, appendix and references. Shorter written pieces are also welcome.
- Avoid footnotes. Except where impossible to do so, important material should be incorporated into the text; material having weak relevance should be deleted. Place footnotes following the last page of text.
- Use references sparingly; please use the MLA style.

By submitting your piece you acknowledge that none of the contents are copyrighted. The Editor does not accept responsibility for loss of content submitted.

**Video Submissions:**

Video submissions should be no more than ten minutes in length and created from footage shot by you or your family and friends. Footage cannot come from any other source, such as a broadcast television show or Internet broadcast. Any still images included in your video must follow the same conditions.

Soundtracks cannot contain any music not created by you or by someone who has given you written permission to use their music granted that the person giving permission owns the rights to the music. It is not uncommon for artists to sell those rights to whoever is producing or publishing their recording.

Copyrighted material will not be permitted. You may not include copyrighted material (music, video, images, text, etc) in your video unless you own the copyright, or have permission to use it – for example, if it's registered under a creative commons license.

**Guidelines**

- Maximum file size: 1 GB
- Maximum length: 10 minutes
- Videos may be produced in any language as long as there are subtitles in English
- Video formats accepted are: Quicktime; Real Player; -.mpeg; -.wmv, -.avi
- Videos could be linked from YouTube, however we cannot accept Vimeo links.
- To make it into our electronic journal, your video must be free from the following:
  - Copyrighted material. The director/producer is responsible for ensuring that soundtracks and images are not copyrighted material
  - Pornographic material of any kind
  - Profanity, whether spoken or written

**Photo/Visual Art Submissions:**

Photo and visual art submissions should contain no more than 10 images, and include captions. Please refer to copyright guidelines below. All submissions must be in the following format:

**Guidelines**

- At least 72 pixels; high resolution
- Complete file size (including all images) should not exceed 2 GB
- Acceptable formats: -.jpg, -.png, -.psd, -.ai, -.eps

**Delivery:**

All submissions should include your name, address, phone number, email address and a short bio. Please send submissions via email to [public.engagement@ocic.on](mailto:public.engagement@ocic.on). You may also mail or drop off your submissions to OCIC at:

Ontario Council for International Cooperation  
c/o OCIC Journal Editorial Board  
344 Bloor Street West, Suite 209  
Toronto, ON M5S 3A7  
T: 416.972.6303  
F: 416.972.6996

**Copyright and Rights Granted:**

Copyright is a form of protection provided for original works of authorship, including literary, dramatic, musical, graphic and audiovisual creations. "Copyright" literally means the right to copy,

but has come to mean that body of exclusive rights granted by law to copyright owners for protection of their work.

Copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner. The way to ensure that your submission doesn't infringe someone else's copyright is to use your skills and imagination to create something completely original. If it's all yours, you never have to worry about the copyright—you own it!

Be sure that all components of your submission are your original creation—even the audio portion, for videos. For example, if you use an audio track of a sound recording owned by a record label without that record label's permission, your video may be infringing the copyrights of others.

OCIC shall have the right to publish all submissions in the e-Journal, on OCIC's website, and on a third-party website (such as YouTube) and/or in any other medium of communication now or hereafter devised. OCIC recognizes that authors retain copyright and ownerships of the submissions

Authors grant OCIC an irrevocable, non-exclusive, worldwide license to use submissions, without compensation, including the stills, concepts, etc., associated with the submission, and the right to use the author's name, photograph, likeness, voice, address (city and province) and testimonials, in printed, broadcast media or new media, worldwide, in perpetuity, in any manner they deem appropriate in connection with promoting the submission itself.

Authors are liable for any copyright infringements caused by their submissions, and are responsible for securing permission from all talent included in their submission. OCIC assumes no responsibility for: i) royalties or fees associated with talent performances in entered videos; ii) lost or late entries or for incomplete computer transmissions or technical failures; iii) any problems or technical difficulties with or losses arising from sending submissions electronically.

#### Disclaimer:

By sending us your submission, you agree to the following:

- You represent that you own all copyrights in the photograph, video, and/or written submission.
- You acknowledge that OCIC may, at its sole discretion, publish or otherwise use any submission. Such publication or other use may occur on the Internet, and/or in or on any other medium of communication now or hereafter devised, and may be for advertising, promotion, the use of trade, and/or other commercial purposes.
- By submitting a photograph, you (and any other individual depicted in a photograph) consent to such publication or any other use.
- As a condition of submitting your photograph, you (and any other individual depicted in a photograph) unconditionally and irrevocably waive all claims to compensation for use of the photograph, and/or any rights with respect to such use you may have under copyright law, the right to publicity, the right to privacy, the law of defamation, and any other common law or statutory claims under the laws of any jurisdiction.
- You represent that you have been given the authority by each individual depicted in a photograph to bind such individual to these release terms.

#### **Reserved Rights:**

Authors release OCIC from any and all responsibility for loss, late entries, wrong addresses, printing errors or any other errors, or resulting from any author's participation in or attempt to participate in the e-journal, or ability or inability to upload or download any information in connection with participating in the e-journal, or for technical problems or technical malfunction arising in connection with any of the following occurrences which may affect the author's

submission: hardware or software errors; faulty computer, telephone, cable, satellite, network, electronic, wireless or Internet connectivity or other online communication problems; errors or limitations or rules of any Internet service providers, servers, hosts or providers; garbled, jumbled or faulty data transmissions; failure of any e-mail transmissions to be sent or received; lost, late, delayed or intercepted e-mail transmissions; inaccessibility of the internet in whole or in part for any reason; traffic congestion on the Internet; unauthorized human or non-human intervention of the operation of the e-journal, including without limitation, unauthorized tampering, hacking, theft, virus, bugs, worms; or destruction of any aspect of the submission, or loss, miscount, misdirection, inaccessibility or unavailability of an email account used in connection with the e-journal.