

RULES FOR CONTRIBUTION TO THE COVID-19 BLOG

Anyone interested in submitting one or more publications should read this guide carefully.

Sending text for publication:

The COVID19 blog accepts all texts sent through the respective OLACEFS links. It is not necessary to receive an invitation to send a text for publication. It is enough to coordinate with the OLACEFS liaison of your SAI and send it to the Executive Secretariat.

Submissions will only be published if:

- a) they are written in Spanish or English, they are clear, direct, precise and well structured;
- b) comply with the word limit and style guidelines specified below; and
- c) they have a respectful tone.

The need for a balance of topics, the fact that something similar has already been commissioned and other similar considerations can also influence the decision to publish an article.

To send a publication, send an email to the box relationsinternacionales@contraloria.cl We will take a couple of days to review the shipment and edit it if necessary; the decision to publish may be subject to revision. Please note that the posts will be made weekly, every Thursday.

Shipping style guidelines:

1. **Brief biography and photograph of the collaborating person:** if it is the first time that you contribute, send in the same Word document that contains your publication a brief biography, including - if applicable - a hyperlink to the website of your entity/institution and details from the institutional or personal Twitter profile. Also, attach a photo of yourself in the email. Additionally, you can submit any other photos that are relevant to the content of your post.
2. **Length and headings:** The general limit for the length of a publication is 1000 words. Longer posts will be published only exceptionally if the issue warrants in the judgment of the editorial team.
3. **Fonts, spacing, and paragraph formatting:** Submit your publication in a Word document with Arial 11 font, line spacing 1.15, and justified text.
4. **Footnotes:** Do not include footnotes. If you are submitting an already written piece that contains footnotes, decide whether to add the footnote text to the main body of the part or delete it.
5. **Quotations:** Put quotations or references in parentheses immediately after the text they support. Quote only when necessary.
6. **Hyperlinks:** Insert embedded hyperlinks whenever you think it would be useful to the reader.