

How to contribute

The Inclusive Cities online publication welcomes contributions from students, educators, researchers, and project partners. The platform is editor-curated and public-facing, and supports a wide range of written, visual, and educational outputs that engage critically with urban issues through inclusive and ethical perspectives.

This guide explains

- what types of contributions are accepted
- how to prepare and structure your submission
- how the editorial process works
- who to contact if you have questions or ideas

Who can contribute

- Students (individual or group work)
- Educators and teaching teams
- Researchers and early-career scholars
- Project partners and collaborators

Joint and collaborative submissions are strongly encouraged.

How the contribution process works (step by step)

- 1. Choose a contribution type**
Review the content categories below and identify the format that best fits your work (e.g. report, visual essay, research poster).
- 2. Prepare your submission**
Follow the structure, word count, tone, and referencing guidance for your chosen format.
- 3. Submit your contribution**
Submissions are usually collected via a call for contributions linked to a workshop, course, or project milestone.
- 4. Editorial review**
All submissions are **editor-curated (not peer-reviewed)**. The editorial curator and project organizers review submissions for: clarity and structure; relevance to the project's aims; ethical and inclusive framing
- 5. Feedback and revision (if needed)**
You may be asked to clarify, shorten, restructure, or lightly revise your submission before publication.
- 6. Publication**
Accepted contributions are published open-access on the project platform.

Who to contact

- **Editorial Curator**
For questions about formats, suitability of ideas, structure, or visual requirements.
- **Project Organizers / Teaching Team**
For questions related to workshops, courses, timelines, or consent for student work.

If you are unsure whether your work fits, you are encouraged to reach out early with a short description or abstract.

Contribution Types and Submission Guide

This guide explains **what kinds of work you can submit, how to structure it, and how to reference and format it**. Contributions are organised under the project's main **content categories**. The guide is designed for students and early-career contributors and prioritises clarity, accessibility, and learning.

General Requirements (for all submissions)

What we are looking for

- Clear focus on an urban issue, place, process, or question
- Critical reflection (not just description or promotion)
- Accessible language and clear structure
- Respect for inclusion, ethics, and multiple perspectives

Authorship and credit

- Clearly list all authors and contributors
- Credit collaborators, communities, and data sources
- Student work must include consent if names or identifiable work are shown

File formats

- Text-based submissions: PDF or Word (.docx)
- Visual-heavy submissions: PDF preferred
- Images: embedded + separate image files if requested

Referencing (general)

You may use **any one consistent referencing style**, depending on your discipline:

- APA (recommended and most common)
- Harvard
- Chicago (author–date)

Consistency matters more than the specific style chosen.

PROJECT-BASED OUTPUTS I

Reports & Urban Case Studies

What this is

Short written accounts of a specific place, project, policy, or intervention.

Typical structure

1. Title
2. Introduction (context and question)
3. Background or setting
4. Findings or observations
5. Discussion (what this means)
6. Limitations and reflections
7. References

Requirements

- 1,000–2,000 words
- Clear sections with headings
- Plain, inclusive language
- Visuals encouraged where helpful

Referencing

- APA / Harvard / Chicago (choose one)
- In-text citations + reference list

Project Documentation & Reflections

What this is

Reflections on workshops, fieldwork, or collaborative and participatory processes.

Typical structure

1. Context and aims
2. Description of the process
3. What worked / what did not
4. Reflections and lessons

Requirements

- 600–1,200 words
- Reflective and honest tone
- Process-focused visuals
- Learning over promotion

Referencing

- Light referencing ¹
- Cite methods or frameworks if used

¹ Using only the minimum number of references needed to be clear, transparent, and credible, without turning the text into a heavily academic paper.

PROJECT-BASED OUTPUTS II

Critical Essays

What this is

Situated essays reflecting on specific places, projects, or processes, with attention to inclusion, access, and lived experience.

Typical structure

1. Introduction and positioning
2. Context or case
3. Critical reflection or argument
4. Conclusion

Requirements

- 1,500–2,500 words
- Argument-driven but accessible ²
- Grounded in experience or case material

Referencing

- APA / Harvard / Chicago
- Full reference list

² Your text should make a clear point or claim, but it should be written so non-experts can still understand it.

GREY LITERATURE I

Working Papers

What this is

Draft research papers sharing early or ongoing work.

Structure

1. Abstract
2. Introduction
3. Methods / approach
1. Findings or discussion
2. Limitations and next steps
3. References

Requirements

- 2,000–4,000 words
- Clear academic structure
- Accessible scholarly³ tone

Referencing

- APA / Harvard / Chicago
- Full reference list

³ The writing is serious and thoughtful, but not dense, formal, or intimidating.

Research Notes

What this is

Short texts documenting observations, methods, or partial insights.

Structure

4. Context
5. Observation or issue
6. Reflection or implication

Requirements

- 800–1,500 words
- Focus on one key insight
- Explicitly note incomplete work

Referencing

- Minimal, but consistent

GREY LITERATURE II

Discussion Papers

What this is

Conceptual or debate-driven texts that frame questions or agendas.

Structure

1. Abstract
2. Framing of the issue
3. Engagement with literature or policy
4. Argument or questions
5. Implications

Requirements

- 1,500–3,000 words
- Critical and reflective tone

Referencing

- APA / Harvard / Chicago
- Consistent citation throughout

PUBLIC COMMUNICATION AND KNOWLEDGE SHARING

Awareness-Raising Formats (Explainers & Visual Summaries)

What this is

Short, visual explanations for non-specialist⁴ audiences.

Typical structure

1. Clear title or question
2. Brief explanation (broken into sections)
3. Visuals that support understanding
4. Key takeaway

Requirements

- 150–500 words
- One focused topic
- Conversational, clear language

Referencing

- Minimal citations
- Links or short source list where useful

⁴ Readers who are interested in urban issues but do not have formal training or deep expertise in the specific academic field you are writing from. They are not “uninformed”; they are simply not specialists in your discipline (e.g. Students from other disciplines; community members and local stakeholders; practitioners; policy makers and administrators; general public readers interested).

DESIGN AND VISUAL OUTPUTS I

Visual Essays & Urban Storytelling

What this is

Image-led explorations of urban spaces or experiences where visuals are the main form of inquiry.

Typical structure

1. Title
2. Short introduction (50–80 words)
3. Visual sequence
4. Captions for each image

Requirements

- 150–250 words total (excluding captions)
- Images lead; text supports
- Clear narrative or sequence

Referencing

- Image captions include author/source and date

Curated Maps, Images & Short Texts

What this is

Thematic visual collections with short analytical framing.

Typical structure

1. Title and theme
2. Framing text
3. Visual set with captions

Requirements

- 300–700 words
- Strong curatorial⁵ logic
- Referencing
- Consistent visual style

Referencing

- Captions include source and date

⁵ The visuals or materials you include are carefully chosen and intentionally organised, not just collected.

DESIGN AND VISUAL OUTPUTS II

Research Posters

What this is

Visual presentations that communicate research questions, methods, and key insights.

Typical structure

1. Title and authors
2. Research question
3. Methods / approach
4. Key insights
5. Visual material

Requirements

- Highly visual
- Minimal text
- Clear layout and hierarchy

EDUCATIONAL AND PEDAGOGICAL OUTPUTS I

Teaching and Learning Materials (Including Student Work)

What this is

Documentation or reflection on teaching, learning, studios, or workshops.

Typical structure

1. Course or workshop context
2. Learning goals
3. Teaching approach
4. Student work or activities
5. Outcomes and reflections

Requirements

- 800–1,500 words (flexible)
- Credit student authors clearly
- Include consent for student work

EDUCATIONAL AND PEDAGOGICAL OUTPUTS I

Student Visual Panels & Project Boards

What this is

Curated visual presentations of student work.

Typical structure

1. Title and course context
2. Visual panels or boards
3. Short explanatory text

Requirements

- Strong visuals
- Clear captions
- Credit students and collaborators