

# KAUPA Letters Submission Guidelines for Essays

## 1. General Instructions

- Essays should reflect thoughtful commentary, analysis, or personal insight into a relevant subject matter related to the themes of *KAUPA Letters*.
- Submissions should be in English, with exceptions made for works in other languages that can be placed in a Foreign Language section.
- Submissions should be original and unpublished.
- Essays should be submitted electronically via the KAUPA Letters website or email submission system.

## 2. Manuscript Format

- **File Format:** Microsoft Word (.doc or .docx)
- **Font:** Times New Roman, 12-point size
- **Line Spacing:** 1.5-line spacing
- **Margins:** 1-inch (2.54 cm) on all sides
- **Page Numbers:** Pages must be numbered consecutively at the bottom center.
- **Length:** Essays should typically range from 1,500 to 3,500 words, including references.

## 3. Title Page

- **Title of the Essay:** Clear and engaging, reflecting the central theme of the essay.
- **Author(s):** Full name(s) and institutional affiliation(s) with email address.
- **Corresponding Author:** Name, email address, and phone number.
- **Abstract:** A short abstract (100-150 words) summarizing the essay's core message or argument.
- **Keywords:** 3-5 keywords to capture the essence of the essay.

## 4. Structure

- **Introduction:** Present the topic, aim of the essay, and the key points of discussion.
- **Body:** Develop the argument or analysis with logical flow. Use subheadings if necessary.
- **Conclusion:** Summarize the main ideas or insights and provide recommendations or reflections.
- **References:** Use APA style for citations and references.

## 5. Author Biography

### General Information:

- The **Author Biography** for essays should be concise, ideally **100-150 words**.
- The biography should be written in the **third person**.

### Required Content:

- **Full Name:** The complete name(s) of the author(s).
- **Professional Background:** A brief description of the author's profession or occupation (e.g., freelance writer, academic researcher, journalist, etc.), including the institution or organization they are affiliated with, if applicable.
- **Expertise and Focus:** A description of the author's areas of expertise or primary focus related to the essay's topic (e.g., cultural studies, political science, history, etc.).
- **Relevant Experience:** Any noteworthy professional experiences related to the essay's subject matter. This could include previous publications, speaking engagements, or other relevant contributions.
- **Awards or Recognitions (Optional):** Any special recognitions that are relevant to the author's professional or academic work.

### Optional Information:

- **Personal Interests:** A brief mention of personal interests or experiences that add context to the essay's perspective, especially if they align with the essay's theme.
- **Contact Information:** Email address (optional, only if the author is open to sharing it for correspondence).

### Photograph:

- **Photograph Size:** A professional, high-quality headshot (maximum size: 300x300 pixels, 72 dpi).
- **Photo Style:** A formal, clear portrait of the author (preferably against a neutral background).

### Example:

**Jane Doe** is a freelance writer and researcher specializing in cultural commentary and social justice. She holds a master's degree in Anthropology from DEF University and has contributed to several online platforms covering topics of gender, race, and media. Jane's work has appeared in publications such as *The Cultural Review* and *Global Voices*. She is an advocate for social equity and regularly speaks at

community events on issues related to diversity and inclusion. She can be contacted at [janedoe@email.com](mailto:janedoe@email.com).

## **6. Review Process**

- Essays will be reviewed for clarity, relevance, and originality. Authors may be asked to revise their essays based on reviewer feedback.

## **7. Submission Deadline & Contact Information**

- All submissions must be received by the 15th of March 2025.
- For any questions, please contact [kaupahq@gmail.com](mailto:kaupahq@gmail.com) or visit <https://www.kaupa.org/kaupa-letters>.