

Mondial

Contributor Handbook

How to pitch, write, and submit a piece for *Mondial*, the home of world federalist thought.

IN THIS HANDBOOK

1 About *Mondial*

2 What we publish

3 How to submit

4 How we judge submissions

5 House style

6 Language, law, and human rights

7 Sources and citations

8 Images

9 Your bio and disclosures

10 Rights and republishing

✓ Before you send

Published by Citizens for Global Solutions and World Federalist Movement – Canada.

Templates and the latest edition of this handbook: mondial.press/contribute

Edition of October 2026

1 About *Mondial*

Mondial is the home of world federalist thought: analysis, argument, and reviews on global governance, drawn from across the movement.

Citizens for Global Solutions (CGS) and the World Federalist Movement – Canada (WFM-C) publish *Mondial* as a print journal twice a year and online at mondial.press throughout the year. Every piece joins a searchable archive that goes back to 2017.

WHO READS IT

Our readers are diplomats, lawyers, policymakers, human rights advocates, journalists, grassroots activists, development professionals, and academics around the world. Most read across fields, and many read in a second language. Write for an informed reader who is not a specialist in your subject.

WHAT WE COVER

The archive is organised under six themes: **the United Nations, world federalism, global governance, peace and justice, planetary health, and community and voices**. Within them we publish on UN reform, global democracy, disarmament, international law and justice, human rights, conflict and atrocity prevention, Women, Peace and Security, and environmental governance.

WHOSE VIEWS

Authors speak for themselves. A piece does not have to reflect the positions of CGS, WFM-C, or the wider World Federalist Movement, but it should engage with questions that matter to the movement. A range of views makes the conversation better.

2 What we publish

FORMAT	LENGTH	WHAT IT DOES
Opinion and analysis	750 to 1,200 words	Takes a clear position in a current debate and recommends a course of action, ideally from an angle others have missed. Most of what we publish is this.
In-depth analysis	1,000 to 1,200 words	Examines a legal or policy question closely. It may use more technical language, as long as the stakes stay clear to a general reader.

FORMAT	LENGTH	WHAT IT DOES
Debate and Discuss	Under 500 words per author	Two or more authors take different sides of a live legal or policy question. We announce each forum at least eight weeks ahead.
Interview	Agreed with the editors	A conversation with a civil society leader, policymaker, or practitioner about their work and a question of international law or policy.
Book review	600 to 1,000 words	Tells readers what a book argues, how well it makes the case, and why it matters for global governance. Use the book review template.

We occasionally publish poetry and original artwork. Pitch it like any other piece.

TITLES THAT STATE THE ARGUMENT

A good title tells the reader what you conclude, not only what you discuss. For example (these are illustrations, not published pieces):

A UN Parliamentary Assembly Would Give Citizens the Seat the Charter Left Out

Three Ways to Work Around the Veto Without Amending the Charter

Three Precedents the ICC Must Revisit to Restore Its Legitimacy

In a Debate and Discuss forum, each contribution gets its own title that sums up the author's side.

3 How to submit

- 1 Pitch first.** Write to the editors through the contact form at mondial.press/contact and choose "Pitch or submit an article." A few sentences are enough: your argument, the format, and why you are the person to write it.
- 2 Read this handbook** before you start, so the draft fits from the outset.
- 3 Write in the template.** Download the article or book review template from mondial.press/contribute and draft your piece in it. Name the file **Surname_Short-title.docx**, for example *Ortiz_Veto-reform.docx*.
- 4 Send it through the contact form**, which takes one Word file of up to 10 MB. Paste your headshot and any images into the template. If that makes the file too large, link to the images in the template instead.

- 5 **Editorial review.** The editors read every submission for fit and quality and will tell you whether they can take it.
- 6 **Editing and approval.** If we accept your piece, an editor works with you on revisions. You approve the final text before it is published.

DEADLINES

We read submissions all year. Each print issue has a deadline set by the editors. A piece that misses one can go into the next issue, or online sooner if it is timely.

4 How we judge submissions

Editors weigh every piece against five criteria.

- 1 **Relevance.** It speaks to a current question in global governance or world federalism, and says why it matters now.
- 2 **Evidence.** Claims rest on credible sources that readers can check.
- 3 **Clarity.** The argument is easy to follow and the writing is polished.
- 4 **Originality.** It offers an insight, angle, or piece of research readers will not find elsewhere.
- 5 **Mission.** It fits *Mondial's* purpose and treats other people and other views with respect.

WHAT WE EXPECT OF EVERY CONTRIBUTOR

- **Your own work.** Credit every source and every borrowed idea. The words and the argument must be yours: if you used AI tools for more than spelling and grammar, tell us how.
- **Non-partisan and non-promotional.** Do not campaign for a political party, a candidate, or a commercial interest.
- **The language of diplomacy.** Argue hard, but respect the people and positions you disagree with.
- **Openness to editing.** Editors may suggest cuts, new structure, or a new title. You see and approve every change.
- **Honesty about interests.** Disclose anything a reader would want to know (see section 9).

5 House style

Mondial follows Associated Press (AP) style, with the changes below. Where this page is silent, AP decides.

WRITE FOR A GLOBAL READER

- Define specialised terms the first time you use them, and keep jargon to a minimum.
- Do not write "we," "our," or "us" for your country, organisation, or movement. Name it.
- Keep sentences and paragraphs short, and use three or four subheadings that state your key points.
- Pick one spelling convention (US, Canadian, or British) and keep to it.

NAMES AND SHORT FORMS

- Write a name in full the first time, with the short form after it, then use the short form: *the International Criminal Court (ICC)*, then *the ICC*.
- Short forms take no full stops: UN, US, EU, UK, and so on.
- Prefer the common short name of a long official title: *the Foreign Office*, not *the Foreign, Commonwealth and Development Office*; *Syria*, not *the Syrian Arab Republic*.

PUNCTUATION AND NUMBERS

- Use the Oxford comma (AP does not; we do).
- Use double quotation marks, and single marks only for a quotation inside a quotation.
- One space after a full stop.
- Spell out one to nine; use figures from 10 up.

6 Language, law, and human rights

Mondial supports international law and human rights standards, and our terminology follows them. Some common names give a group or an act a status it does not have under law.

- **Armed groups.** Write *the self-styled Islamic State armed group* (or *militant group*). ISIS, ISIL, or Daesh are all acceptable after that.
- **Crimes described in excusing terms.** Write *so-called honour killings*, or name the crime accurately, for example *femicide*.
- **Fair trial.** A person is *accused* and a crime is *alleged* until a court convicts.
- **Terms that change quickly.** Follow AP: on gender-inclusive language, on capitalising Black and Indigenous (but not white), and on transliteration, for example *Uyghurs*.

7 Sources and citations

There is no bibliography. Cite your sources in the text, in a way that works both online and in print.

- **Online**, link to the source directly. Add links in the Word file with Insert, then Link.
- **In print**, links disappear, so the sentence itself should name the source, with enough detail for a reader to find it: *"A 2024 report by the UN Development Programme found that..."*
- **Footnotes** are for sources that are not online, such as your own interviews or archive research. Keep to ten at most.
- Quote accurately, and check every figure against its source.

8 Images

Images are welcome but never required. If you have none, our editors will find one or make one, such as a chart.

- **Every image needs four things:** the file, a link to the page where it is published, its source and licence, and a caption.
- **The licence must allow reuse.** Creative Commons, public domain, and images you made yourself are the usual routes. If we cannot confirm the source, we cannot use the image.
- **Size:** at least 1,600 pixels wide. Send the original file, not a screenshot.

HOW TO DESCRIBE AN IMAGE

Link	The web page where the image is published, not the image file alone
Source	Photographer or organisation, and the licence, for example "Creative Commons Attribution 4.0"
Caption	Who or what is shown, where, and when: "Delegates in the General Assembly Hall, New York, September 2025"

9 Your bio and disclosures

BIO

Write one paragraph of 30 to 60 words in the third person. Describe your work and what you write about rather than opening with a job title, and name your organisation. Leave out words that date it, such as currently, recently or this year, and personal details such as family, birthplace, or home town.

INSTEAD OF

"Lena Ortiz is the Director of Policy at the Example Institute. She lives in Toronto with her two children."

WRITE

"Lena Ortiz works on UN Charter reform and the Security Council veto, drawing on ten years of advocacy at the United Nations with the Example Institute."

HEADSHOT

A recent head and shoulders photograph, at least 800 pixels wide, with your face clearly visible. Paste it into the template.

DISCLOSURES

- If you are involved in a legal case, campaign, or advocacy effort you write about, say so in the text of the piece.
- Disclose any other conflict of interest, financial or otherwise, in the template's disclosure field.

10 Rights and republishing

- **You keep the copyright** in your work.
- **You grant CGS and WFM-C a non-exclusive right** to publish your piece in *Mondial* in print and online, to keep it in the *Mondial* archive without time limit, and to share it through their newsletters and social media.
- **You are free to republish it elsewhere.** Please credit it as "First published in *Mondial*," with a link to the original.
- **Already published, or under consideration elsewhere?** When you submit, tell us where and when it appeared, and confirm the other outlet does not hold exclusive rights. We consider timely cross-posts that move the conversation forward.

✓ Before you send

Run through this list before you submit. It matches the checklist in the templates.

- ☐ The editors have seen your pitch, or invited the piece.
- ☐ Your draft is in the *Mondial* template, named **Surname_Short-title.docx**.
- ☐ The word count fits the format (section 2).
- ☐ The title states your argument.
- ☐ Specialised terms are defined, and short forms are spelled out the first time.
- ☐ Every source is linked, or named in the sentence.
- ☐ Your bio is 30 to 60 words, and your headshot is in the template.
- ☐ Interests and conflicts are disclosed.
- ☐ Every image has a link, a source and licence, and a caption.
- ☐ You have told us if the piece has appeared, or will appear, anywhere else.

Ready, or have a question? Write to the editors through the contact form at mondial.press/contact. Every message reaches the editors there.

Mondial is published by Citizens for Global Solutions and World Federalist Movement – Canada.