

wir machen das

إنما نفعل

we're doing it

WIR MACHEN DAS - Guideline for freelance authors

About us:

WIR MACHEN DAS (wearedoingit e.V.) is an initiative for all those, who see immigration as a chance. It is important to us, that Germany grows into an open and pluralistic society where people can be different without any fear. Beyond that we want to offer you a platform about individual experiences, perspectives and ideas. In our section „Let's talk about“ you are invited to share your stories.

Which stories are interesting for our readers?

Stories, that show individual, vivid experiences, express personality, surprise readers and break with stereotypes, reflect diversity and show a critical approach. They should be aimed at a target group between age of 30 and 45.

If you are interested, have a look:

1. most important **information compact version**
2. **longer version** - with all relevant details
3. **text formalities**

1. Information (compact version)

Publishing steps

- you pitch your story (2-3 sentences about topic/format) and send it to redaktion@wirmachendas.jetzt
- you receive a feedback from our editorial team, planning with responsible editor, - deadline, length, topic, invoicing procedure
- submission of text until appointed deadline (if your are writing for us the first time + short bio and portrait picture)
- editorial team edits you text - you receive feedback and open questions, requests for changes - kindly asking you to go over the text in a new deadline
- if necessary make changes/additions - final text
- publishing online
- you send your invoice

2. Procedure publishing (longer version – with all relevant details)

Editorial Team: Our editorial department is comprised of a text department (redaktion@wirmachendas.jetzt) and a photo department (bild@rwirmachendas.jetzt).

You can find us: Our office is in Oranienburger Straße 91, 10178 Berlin – We are regularly having editorial meetings especially for our freelance authors every 6 weeks and we would be happy to get to know you and join.

Publication of articles: In the community format we publish up to 4 articles per month

Themes: we come up with different themes every other month - and you are invited to send articles discussing linked to these overarching themes. If you have own ideas you can contact us or come to our regular authors meetings.

Workflow:

- **Pitch:** You would like to write an article? Just send us three lines about your idea/topic and approach. After your pitch we discuss the idea in our editorial meeting and get back to you.

- **Text:** When we have decided about your idea
 - we agree on a deadline in which to send the article
 - the text is edited in two steps, while one of the editors in chief is your contact person.
 - When edited you receive your text with changes, questions or ideas kindly asking you to make changes if necessary and send back the text in a new final deadline
 - Before the publishing you receive a finale version of your text for your information and the notice when the text will be published.

- **Publishing:** The articles are published 1. in our community section and 2. on Facebook/Twitter.

I would also be great if you send us your social media infos (Facebook Profile, Twitter, own Website) then we can link them to your article .

- **Pictures:** The picture editors are getting in touch if necessary to plan a photo/illustration for your article. If you have picture material (photos/illustrations) that you want to provide for free we are very glad. Please get in touch before sending anything with Maritta and Juliette to check the basic requirements for pictures (horizontal format, resolution min. 2 MB etc.) via bild@wirmachendas.jetzt
- **Payment:** For articles in our community section all authors receive a general payment of 50,00 €.

- **Invoicing:**

- For handing in an invoice a tax number (NOT tax ID) is mandatory.
- Please note if you are suspended to pay turnover tax (Umsatzsteuer)
- invoice involves:
 - Tax number /Steuernummer/Finanzamt
 - Title of article, Publicationdate
 - our Adress: wearedoingit e.V.
 - Oranienburger Straße 91
 - 10178 Berlin

3. Texts for wirmachendas.jetzt – formalities:

- **length: Normally a text should not be longer then** 5000-6000 signs (incl. spaces).

- **structure:** every text has a title and a teaser (ca. 300 to 400 signs incl. spaces). Please send us some title and teaser suggestions with your text.
- **Authors profile:** In addition to your text we present all authors with a short bio and a photo.

The photo should have the following format: Foto sollte folgende Bedingungen erfüllen:

- **Format:** We are open to different formats – it is most important to us that your personal perspective becomes visible in the article.
- **contents:** We enjoy articles that express a unique perspective, share experiences, and reflect critically on power relations and racism
- **Gender:** we are using a gender sensitive language
- **Editing:** our team reserves the right to edit the text so it fulfills journalistic quality standards. This is done in agreement with the author.