

APPENDIX III. Recruitment Procedure

- **The organizers introduce new potential contributors to The Yuan editorial team through an email.**
- **Our English Editor follows up with the style guidelines for content and asks them to suggest which topics they would like to write about. The English Editor's email should be copied to the whole editorial team, including the organizer.**
- **Our Account Manager follows up informing them the amount we will pay for each article that is accepted for publication. The Account Manager will also ask for a short bio and picture and that they link to The Yuan social media accounts. The Account Manager's email should only be copied to our and Chief Editor and Executive Chief Editor.**
- **Once the contributor has made some topic suggestions, the editorial team will choose one and ask him/her to write on it. Once the article has been received, our Chief Editor and English Editor will judge whether it is of good enough quality to be published on The Yuan.**
- **If not, the English Editor will send a message rejecting the candidate and explaining the reason why. The organizer should be copied into the email.**
- **If yes, the Account Manager will send a message with the Contributor Agreement that needs to be signed and returned. Only then does this contributor count towards the organizer's monthly tally.**

