



Website Content Publishing Guidelines

March 6, 2026

From the EDID-GHDI Leadership Team

EDID-GHDI is committed to publishing meaningful content—including official reports, event/activity reports, working papers about ongoing research, research/thematic reports, briefing notes, insight and reflection notes, and blog posts—that can be of interest and use to our members, partners, and beyond. However, the dissemination of such content on our website in the public domain requires the establishment of content publishing guidelines. This is crucial for effective content management to maintain our professional online presence, ensure consistency, and uphold the partnership’s reputation. These guidelines will help streamline the content creation and publishing process while maintaining quality and consistency. As such, the EDID-GHDI Leadership Team has developed these Website Content Publishing Guidelines to ensure that all content is consistent with our values, mission, and vision. Adherence to these guidelines will ensure the highest possible quality of content and will establish standards for creating and publishing content on EDID-GHDI’s website, specifically tailored to seven types of publication:

1. Official Reports:

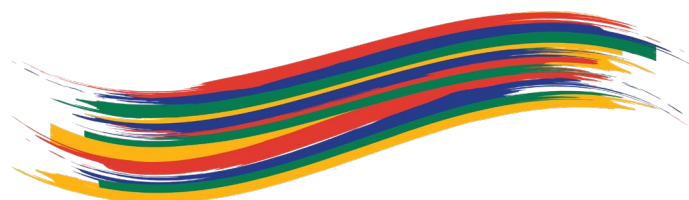
These include publications, such as annual reports, that are initiated by the University of Guelph and/or EDID-GHDI Leadership Team. These reports represent the EDID-GHDI project as a whole.

For example, [EDID-GHDI Annual Report](#)

Submission Requirements:

- a. Review Process: Review and approval by the Project Director
- b. Translation: Into both official languages
- c. Branding: Prominent display of the EDID-GHDI logo
- d. Accessibility: Follow [accessibility guidelines](#) for documents

2. Event/Activity Reports:



This refers to reports that come out of events, activities, or specific pieces of the project that don't represent the entire project.

For example, "[More than a Footnote](#)" [Policy Forum Report](#); Early Career Researchers Forum Report

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance
- b. Translation: Published in the original language; no translation required
- c. Branding: Less prominence for EDID-GHDI logo; inclusion of relevant partners' logos
- d. Accessibility: Follow [accessibility guidelines](#) for documents

3. Working Papers:

These are defined as research works in progress designed to rapidly disseminate original research by EDID-GHDI researchers and associated scholars to the wider community. We will provide author guidelines as well as a suggested template for these papers, including title, author name(s), abstract, table of contents, and formatting of heading styles, captions, etc. The recommended length is 15–50 pages. Copyright remains with the authors.

For example, Masson, D., & Parent-Chartier, C. (2024). [Representing women and girls with disabilities at the COSP and UN-CSW, 2021 and 2022: WHO REPRESENTS?](#) [Working Paper].

EDID-GHDI, University of Guelph.

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance
- b. Translation: Published in the original language, no translation required
- c. Branding: EDID-GHDI logo and imagery; inclusion of relevant partners' logos
- d. Accessibility: Follow [accessibility guidelines](#) for documents
- e. Author Agreement: Commitment to publish under an open-access model
- f. Licensing: Use of a [Creative Commons license](#) for flexibility and transparency
- g. Format: Use EDID-GHDI template/formatting guide for consistency

4. Research/Thematic Reports:

These are finalized, polished documents designed to communicate findings, results, or conclusions/recommendations from a completed original research project to an external audience. The format can be similar to that of Working Papers, and we will provide author guidelines as well as a suggested template for these papers, including title, author name(s), abstract, table of contents, and formatting of heading styles, captions, etc. The recommended length is 15–50 pages. Copyright remains with the authors.

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance



- b. Translation: Published in the original language, no translation required
- c. Branding: EDID-GHDI logo and imagery; inclusion of relevant partners' logos
- d. Accessibility: Follow [accessibility guidelines](#) for documents
- e. Author Agreement: Commitment to publish under an open-access model
- f. Licensing: Use of a [Creative Commons license](#) for flexibility and transparency
- g. Format: Use EDID-GHDI template/formatting guide for consistency

5. Briefing Notes:

These 2-page documents inform decision makers on current issues or projects, summarizing findings and/or highlighting policy relevance. A suggested structure is as follows: summarize the issue or project, identify essential background information and the current situation or results, and identify solutions or lessons. The briefing note mobilizes research, highlights best practices, and helps researchers effectively share information with policy makers and potential partners in the public, private, and not-for-profit sectors.

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance
- b. Translation: Published in the original language, no translation required
- c. Branding: EDID-GHDI logo and imagery; inclusion of relevant partners' logos
- d. Accessibility: Follow [accessibility guidelines](#) for documents
- e. Format: Flexible

6. Insight and Reflection Notes:

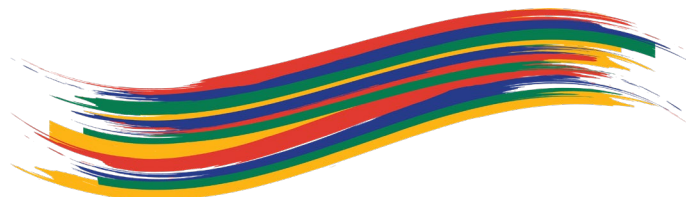
These documents (1 to 5 pages) are designed to capture insights and reflections on a wide variety of topics of interest to the EDID-GHDI partnership, including, for example, research process or results, teaching strategies and pedagogy, partnerships, decolonial practices, mentorship, gender-based violence, or policy impacts.

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance
- b. Translation: Published in the original language, no translation required
- c. Branding: EDID-GHDI logo and imagery; inclusion of relevant partners' logos
- d. Accessibility: Follow [accessibility guidelines](#) for documents
- e. Format: Flexible

7. Blog Posts:

EDID-GHDI blog posts will be hosted on the Live Work Well Research Centre (LWWRC) website in their blog *News from the Field*, in an EDID-GHDI blog category (and linked from the EDID-GHDI website). Blog posts can be 500–900 words long on a topic related to the work of the



EDID-GHDI partnership.

For example, See blog posts on [The EDID-GHDI Blog – Live Work Well Research Centre](#).

Submission Requirements:

- a. Review Process: Evaluation by at least two other EDID-GHDI members assessing both content for relevance and style for quality assurance
- b. Translation: Published in the original language, no translation required
- c. Branding: EDID-GHDI logo
- d. Accessibility: LWWRC will ensure the post follows website accessibility guidelines
- e. Format: Flexible (could be an interview; a reflection; an update on research; a publication announcement, a summary of an event, etc.)

These guidelines, approved by the EDID-GHDI Leadership Team, serve as a reference document for all partnership members involved in creating and publishing content on EDID-GHDI's website, ensuring a consistent and high-quality online presence.

