



United Nations  
Educational, Scientific and  
Cultural Organization



International Centre of Martial Arts  
for Youth Development and Engagement  
under the auspices of UNESCO

## Writing Guideline



for ICM News

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# 1. Writing Format

Contributors for ICM News should comply to the below format when submitting writings.

## 1-1. General Format

- **Word Processor** : Microsoft Word
- **Paper size** : A4 (21 cm × 29.7 cm)
- **Margins** : Normal (3cm for top, and 2.54cm for bottom, right, and left)
- **Length** : Within 2 pages (**about 930 English words**)
  - ※ Bibliograph is in principle, excluded from both page and word count.
- **Font** : Times New Roman
- **Font size** : 12 for body paragraphs. A larger font (14) can be used for headings.
- **Line Spacing** : 1.5
  - ※ Submission of **photo** or **video** relevant to the writing is highly recommended.

## 1-2. Sources and Citations

Contributors for ICM News may reference other materials when writing, to support statements, fact, and ideas, only when he/she indicates the original source. ICM is not responsible for any infringement of rights, or plagiarism by contributors, and it is up to the contributors themselves to correctly indicate and cite the sources of the reference. Below are general instructions on how one can indicate a source for reference.

- **Providing the author's name or title of the reference, year of publication**
- **Creating a list of bibliography**

After the contributor has indicated the source he/she may

- **Paraphrase**, using one's own words to explain content from a certain source
- **Summarize**, using one's own words to briefly explain content from a certain source
- **Quote**, using quotation marks to provide the exact same words from a certain source.

ICM recommends contributors to use the **Harvard Referencing Style** for effective writing, and advises to check whether their citations are in alignment with the Harvard Referencing Style respectively. Below are provided for example only.

- **In-text Citation** includes the author's name and the year of publication in a round bracket after paraphrasing, summarizing or quoting, except for when the author's name has already been mentioned in the text, in which case the author is excluded from the citation. The author's name may be substituted by a name of a corporation.
  - example 1) "The aim of Karate is not to injure an opponent but to learn discipline and give utmost respect to life as you seek perfection in character" (Abiero, 2018).
  - example 2) Lona Abiero, committee member of the Kenya Karate Federation, stressed the purpose of Karate is in respect to life (2018).

When there are two or three authors, they are mentioned in the order appeared on the source using the word “and” or comma to separate them.

- example 1) “The aim of Karate is not to injure an opponent but to learn discipline and give utmost respect to life as you seek perfection in character” (Abiero and Lee 2018).
- example 2) “The aim of Karate is not to injure an opponent but to learn discipline and give utmost respect to life as you seek perfection in character” (Abiero, Kim and Lee 2018).

When there are more than three authors, use the author’s name that is listed at the front with the phrase “et al.”

- example 1) “The aim of Karate is not to injure an opponent but to learn discipline and give utmost respect to life as you seek perfection in character” (Abiero et al., 2018).

Cases when the author’s name is unknown, the author’s name can be substituted by the title and when the date is unknown, the publishing year may be omitted. This is same when the citation is from an online web-site.

In-text citations must be included in the Reference List/Bibliography. The below is provided for example only.

Cases when a source or citation is from,

- **Printed Book**, “Author’s Last Name, First Initial” Year of publication, *Book Title*, Publisher, Place of publication.”
  - \* Add “(ed.)” if the name is an editor’s name
  - example 1) Lee, M(ed.) 2018, *ICM Insight*, ICM, Korea
- **Journal Article from an electronic database**, “Author’s Last Name, First Initial” Year of publication, ‘Article title’, *Journal Title*, vol. number, no. issue, pp. page range. Available from: Database name, [date viewed online]”
  - Lee, M 2018, ‘Inside ICM’, “ICM Insight”, vol.2, pp. 23-26, Available from: ABC, [2018 March 7th].
- **Document from a web-site**, “Author’s Last Name, First Initial” Year of publication, Webpage title(sentence case), Available from: link [date viewed online].
  - ICM 2018, The 3<sup>rd</sup> martial arts open school, Available from : [unescoicm.org/eng](http://unescoicm.org/eng) [April 25<sup>th</sup> 2019].

The list/bibliography should be in alphabetical order. For further information on referencing or creating bibliography, ICM suggests contributors to visit web-sites such as the Macquarie University Library, Subject and Research Guides, Referencing, Harvard at link <http://libguides.mq.edu.au/referencing/Harvard> for more help.

## 2. Selection of Writings and Relevant Materials

Although ICM seeks to share as many information as possible to its readers and subscribers, not all writings submitted to ICM are accepted nor selected to be on the ICM News. ICM will take into consideration mainly three factors,

- **Is the writing informative,**
- **Is the writing evidence based,**
- **Does the writing have good readability?**

In some cases ICM may ask contributors to make minor or little adjustments to their writings with the purpose of increasing readability.

ICM also recommends contributors to submit photos or videos that have relevance to their writings. As with the writing, not all photos and videos are accepted nor selected to be shared through ICM News. Main considerations are

- **Resolution/Definition**
- **Focus**
- **Relevance to writing.**

In cases when contributors cannot provide writings due to various reasons, it is also possible to simply provide information related to martial arts, youth, sports, etc. In this case the contributor will not be paid for sharing of the information. But if he/she provides ICM with photos or videos, that are free of copyright infringement issues, and have relevance with the information, ICM may pay for the use of the material if ICM decides to write an article regarding the information.

## 3. Type of Writings

ICM receives writings of all types and has no restriction in the type of writings you can submit. Below are examples of the type of writings that have been shared or ICM wishes to share through ICM News. Contributors may refer to the below examples to submit writings that can better reflect the purpose of ICM News, and target its readers. Below examples have no purpose in limiting any freedom or choice of contributors.

### 3-1. Informative Articles

- **Recent news of events and happenings related to martial arts, sports, and youth all over the world.**

— <Example 1 – First International Martial Arts Festival held in Uzbekistan> —

– Jamil Yusupov

International Martial Arts Festival was held in Uzbekistan Ferghana from July 27 to 29. Thousands of martial artists from 30 international and 10 national organizations participated and this has opened a new page for martial arts. The festival, which was enriched with spiritual-enlightenment events and gala concerts for 3 days, was highly appreciated by the sports community and guests. These kinds of festivals will be a great force in the world to keep peace through sports and to unite young people in a noble cause.

Example 1 written by Jamil Yusupov is about a martial arts festival that was held in Uzbekistan. The news article explains important details about an event. Contributors may share reports about what happened at past events, or briefly inform readers about an event that is planned to be held in the future.

— <Example 2 – World Scientific Congress of Combat Sports and Martial Arts ...> —

– IMACSSS

The 4th World Scientific Congress of Combat Sports and Martial Arts and the 7th IMACSSS(International Martial Arts and Combat Sports Scientific Society) International Conference was held from October 17th to 19th at the University of Rzeszow, Poland. IMACSSS is an international scientific association established in 2010 for the study and research of martial arts, combat systems, and related sports, which brings together practitioners, experts and academics from around the world.

Example 2 written by IMACSSS is about a martial arts congress and conference that was held in Poland. The news article shares information about IMACSSS and what happened at the event. Contributors may share events within their local community, or their country, or internationally.

- **Articles that introduce papers related to marital arts, sports, and youth.**

Contributors may introduce papers or abstracts, on-going research or projects that may have relevance to martial arts, sports, and youth. For instance, contributors may share a paper that verifies positive effects of martial arts education on youth. However contributors must be cautious not to infringe any rights, such as copyright, intellectual property right, etc while doing so.

### 3-2. Feature Articles

- **Articles featuring specific organizations, institutions, or individuals**

— <Example 1 – Teaching an IncredAble MMA> —

— IncredAble Adaptive MMA

Mike and Heather Winkeljohn began creating the IncredAble Adaptive Mixed Martial Arts(MMA) program in 2017. Both Mike and Heather have witnessed the amazing and therapeutic results that mixed martial arts have brought to kids and young adults, who struggle with special needs. They are no longer excluded from learning one of the fastest growing sports in the world.

We have since learned that there is a whole group of potential students with special needs or at risk youth, who could and benefit immensely from the sport. Our goal is to serve the children who are often cast aside or unable to participate in a standard martial arts class environment. Our students build a rapport with their coach and begin to find their own internal and physical strengths. The benefits are huge if MMA is learned under the right circumstances and in the right place.

Example 1 written by IncredAble Adaptive MMA introduces the organization, their programs, and mission whilst providing information about what adaptive MMA is and how students who learn adaptive MMA have gained and grown from learning the martial art. Contributors may share activities, events, and projects of their organization that are intriguing, and informative to the readers.

— <Example 2 – Brazil's Power of Youth, Força Jovem Judo> —

— Helena Grillo Miranda

The "Força Jovem(Power of Youth) Judô" Team was created fifteen years ago by the late Professor João Luiz Ferreira de Miranda. The goal of the project was to rescue the youth of the region from going to a criminal path and to teach them to have posture, discipline, faith, courage and character. Since Professor João Luiz Ferreira de Miranda had been practicing judo since he was a teenager, he knew sport is effective in providing people with goals and an activity that stimulates personal and team effort. This is why Professor João started the team.

Example 2 written by Helena Grillo Miranda is about a Judo team in Brazil. The featuring article explains the history and current activities of the team, introduces individuals who are part of the team and elaborates why the team is special.

## ◦ Articles introducing specific martial arts

— <Example 1 – Spain Traditional Martial Arts : □ Lucha Leonesa > —

— Carlos Lisart Avino

Lucha Leonesa is a fighting style strongly ingrained in the Spanish city of León and its folklore. It was declared intangible cultural heritage on 29th June 2017 by UNESCO. Also called Aluche, one of its main promoters, José Antonio Robles Tascon defines Lucha Leonesa as one of the most ancient fighting sports in Spain, with origins in the pre-romanian era and it still preserves its warrior and rural traces.

It was traditionally practiced by men but has recently incorporated women to competition. The rules are simple: The opponents start the fight with an established grip on the belt and then they perform their techniques or “mañas”. If the opponent falls from his/her knees to his/her neck it is a complete fall, and it will be rewarded with a full point. The other way around, when the opponent falls to his/her sides or completely lessens the grip on the belt, the score would be medium point. The sum of these scores will constitute a victory.

Example 1 written by Carlos Lisart Avino introduces the Spanish martial arts Lucha Leonesa. Contributors may introduce a martial art in their country, or a martial art of their expertise. ICM encourages contributors to write evidence based articles but articles may also be based on one's experience.

## 3-3. Columns

### ◦ Opinion based articles

— <Example 1 – Why Martial Arts for Education? > —

— Carlos Lisart Avino

Physical education has gone through many obstacles, arriving at the point where it is considered as a main element in the integral development of childhood. We all know the benefits of sports practice but, does all sport offer the same? Martial arts education transmits culture, teaches sports ethnics, acts as an educational tool and manage aggressiveness through core values.

Example 1 written by Carlos Lisart Avino is about an idea on why martial arts is a good educational tool. Contributors may write columns in relevance to martial arts, youth, sports, etc with details, facts, and examples to support one's idea and opinion. None of the columns and opinions on ICM's periodicals reflect the opinion of ICM.



## 4. Submission & Publication Process

Stages of submission and publication are flexible but usually takes a similar process. ICM is open to receiving writings throughout the year. Anyone can send their writings for review at any time by email. However not all writings are accepted by ICM. Accepted writings will go through the procedure of editing and translating. Editing is proceeded through discussion by email with the writer and thus, requires attention from the contributor. Once fully edited, English writings will be translated into Korean, and Korean into English. Writings in both languages will be shared on ICM's official homepage and ICM News. ICM will ask details for bank transaction and remittance. People interested in contributing are recommended to speak with ICM in advance to discuss details about topics, contents, and schedule.

## 5. Payment of Materials

If a material, writing/photo/video is shared through ICM News, ICM pays its contributors according to internal rules that are based on the Laws and Legislations of the Government of the Republic of Korea. Payments are made in USD unless of exceptional cases, and ICM may request essential account information for wire transfers. ICM is not responsible for any failure of money transaction due to wrong information provided by the contributor or due to issues created by the receiving bank.

## 6. Grant of Rights

When a material, writing/photo/video is shared through ICM News, ICM will ask contributors to fill out a Grant of Rights form. Contributors have to print out, sign, scan, and have it sent online. The Grant of Rights form is attached on the last page, and may change without further notification. Writers are recommended to speak with ICM for the most recent version of the form.

## 7. Inquiries

All inquiries regarding ICM News may directly be asked to ICM Strategic Planning Team, Programme Specialist Miso LEE on "[ms.lee@unescoicm.org](mailto:ms.lee@unescoicm.org)". ICM recommends contributors to actively be in contact with ICM in advance of their submission. It is recommended for contributors to inform ICM in advance about their plans for submission, and to submit drafts of their writings.

## Attached 1. Grant of Rights Form

### GRANT OF RIGHTS

Whereas International Centre of Martial Arts for Youth Development and Engagement under the auspices of UNESCO (hereinafter called 'ICM') intends to publish a volume provisionally entitled **ICM News** (hereinafter called the 'Publication') including one or more of the following (hereinafter called the 'Work'),

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1. The Owner of the Work grants to ICM :

a. The right for the whole term of copyright, for ICM to reproduce, translate, adapt, publish, perform, broadcast and communicate to the public, in any language and for all future editions and revisions, in printed and electronic format, the whole or any part of the Work in the Publication and to authorize other publishers or co-publishers to exercise any or all of these rights.

b. The following credit shall be given (Credit line/Form of acknowledgement):

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**[for Video]** \_\_\_\_\_.

2. The Owner of the Work certifies that:

a. He/she is the sole copyright-holder of the Work, or has been approved by the Proprietor of the right to make this Agreement and to authorize the use of the Work as set forth in paragraph 1 above.

b. The Work is original to him/her/proprietor.

c. The Work is in no way a violation or an infringement of any existing copyright or any other right granted to any other publisher and contains nothing otherwise unlawful.

d. All infringement and other claims arising from the third party in relation to the Work shall be settled by the cost and responsibility of the Owner.

3. The Owner of the Work shall for all instances, categorically and clearly identify material(s) in the Work (e.g. texts, illustrations, tables, charts et cetera), where he/she does not own the copyright.

The Owner

**[Name of the Proprietor, Signature]** \_\_\_\_\_

Date : \_\_\_\_\_

(DD/MM/YYYY)