

Hazara Youth Journal (HYJ)
Editor Registration and Editorial Review Guide
Supporting Young Writers. Strengthening Their Voices.

Introduction

Welcome to the **Hazara Youth Journal (HYJ) Editorial Team!**

HYJ is a youth-led, volunteer-based initiative dedicated to promoting original writing, creativity, critical thinking, and intellectual engagement among Hazara youth.

Our volunteer editors play an essential role in reviewing articles, essays, and stories submitted by students in **Grades 7–12 or college freshmen**, providing constructive feedback, maintaining editorial standards, and helping young writers develop their skills and confidence.

This guide explains how to join the editorial team, access your account, review assigned submissions, and complete the editorial approval and publication process.

Website: <https://hazarayouthjournal.org>

Step 1: Apply to Join the Editorial Team

Individuals interested in joining the **Hazara Youth Journal (HYJ) Editorial Team** as volunteer editors are invited to submit their applications through either of the following channels:

- **Email:** hazarayouthjournal@gmail.com
- **Contact Form:** <https://hazarayouthjournal.org/en/contact/>

Required Application Information

Please include the following information in your application:

Information	Details
Full Name	Your first and last name.
Email Address	An active email address for communication and account access.
Professional Biography	A 200–250-word biography written in the third person, suitable for publication on the HYJ website.
Profile Photograph	A clear, professional-quality photograph suitable for public display.
Areas of Expertise	Subjects or writing categories you are interested in and qualified to review.
Language Preference	English, Farsi/Dari, or both.
Social Media Links	LinkedIn, Facebook, and/or X profile links, if available (optional).

Professional Biography Guidelines

Your biography will introduce you to HYJ readers, student writers, and the wider community. It should be written in the **third person**, approximately **150–250 words**, and include the following information:

- **Introduction and Education:** Your current academic or professional position, educational background, and relevant academic achievements.
- **Experience and Leadership:** Relevant professional experience, volunteer activities, leadership roles, and notable accomplishments.
- **Contribution to HYJ:** Your motivation for joining the editorial team and how you hope to support and inspire young Hazara writers.
- **Future Aspirations:** Your academic, professional, or personal goals, where relevant.

Please refer to [this bio as example](https://hazarayouthjournal.org/en/team/razia-assadi/). <https://hazarayouthjournal.org/en/team/razia-assadi/>

Application Review and Editorial Team Profile

The HYJ administration team will review your application and contact you regarding the next steps. Once your membership is approved, your professional biography and photograph will be published under the **Editorial Team** section of the HYJ website. Your professional social media links may also be included, where provided.

Step 2: Editor Account Creation and Activation

Unlike student accounts, **editor accounts are created and activated by HYJ administrators.**

Once your application has been accepted:

1. The HYJ administration team creates your editor account.
2. Your account is activated with the appropriate editorial permissions.
3. Your username and temporary password are sent to your registered email address.
4. You can use these credentials to access the Editors Dashboard.

Important: You must change your temporary password immediately upon your first login. For better account security, HYJ may use a one-time password or secure password-reset link when supported by the website.

Step 3: First-Time Login and Password Change

1. Visit <https://hazarayouthjournal.org>.
2. Click **My Account** and select **Login**.
3. Enter the username and temporary password provided by HYJ.
4. Open the password-change option in your account.
5. Create a new, secure password and save your changes.
6. Navigate to the **Editors Dashboard**.

Direct Login Link: <https://hazarayouthjournal.org/en/users/login/>

Password Security

- Use a strong, unique password of at least 8 characters.
- Avoid common passwords and personal information.
- Never share your password with other editors or team members.
- Keep your account credentials confidential.
- Contact HYJ administration if you experience login or password problems.

Step 4: Access the Editors Dashboard

The **Editors Dashboard** is the main workspace for managing editorial assignments.

After logging in, editors can access submissions assigned to their review queue.

Depending on their permissions, editors can:

- View articles, essays, and stories assigned to them.
- Open and read complete submissions.
- Review titles, categories, languages, excerpts, and article images.
- Evaluate writing quality and originality.
- Provide editorial feedback and recommendations.

- Approve submissions that meet HYJ's editorial standards.
- Track the status of assigned submissions.

Important: Editors should review only submissions assigned to their queue unless otherwise authorized by HYJ administration.

Step 5: Review Your Assigned Submissions

1. Log in to the Editors Dashboard.
2. Open your assigned submissions or review queue.
3. Select the article, essay, or story you wish to review.
4. Read the complete submission carefully.
5. Evaluate the writing and its supporting information.

Editorial Review Checklist

Review Area	What to Check
Originality	The writing appears independently prepared and does not contain evidence of plagiarism or prohibited AI-generated content.
Title and Relevance	The title reflects the content, and the topic is appropriate for HYJ.
Structure and Organization	The writing is logically organized, with a clear introduction, main discussion, and conclusion where appropriate.
Language and Grammar	Spelling, grammar, punctuation, and sentence structure are appropriate to the student's grade level.
Clarity and Quality	Ideas are understandable, coherent, and effectively communicated.
Accuracy and Sources	Factual claims are reasonably supported, and borrowed information is acknowledged.
Excerpts	Short and long excerpts accurately represent the writing.
Images	Images are relevant, appropriate, and authorized for publication.
Parent Approval	Required parent or guardian authorization has been completed and verified.
Student Privacy	The submission does not disclose unnecessary sensitive personal information.

Recommended Writing Length

Grade Level Recommended Length

Grades 7–8 400–600 words

Grades 9–12 500–1,000 words

College freshmen: 800–1,200 words (Review and publication are subject to availability of college-level editors)

These lengths are guidelines rather than automatic grounds for rejection. Editors should consider the student's grade, topic, writing type, and overall quality.

Step 6: Provide Editorial Feedback

HYJ encourages a supportive and educational editorial approach.

Editors should help students improve their writing while respecting their original ideas, perspectives, and individual voices.

When reviewing a submission:

- Identify the strengths of the writing.

- Highlight areas requiring clarification or improvement.
- Suggest corrections to grammar, spelling, and organization.
- Encourage stronger arguments, examples, or supporting details where appropriate.
- Use respectful, encouraging, and age-appropriate language.
- Avoid unnecessary rewriting or replacing the student's original work.

Example of Constructive Feedback

Thank you for submitting your essay. Your topic is important, and your personal perspective makes the writing engaging. Please consider adding a few supporting examples to strengthen your main points and reviewing the organization of the second paragraph. We look forward to reading your revised version.

If revisions are necessary, use the available editorial feedback or revision process to communicate the requested changes.

Step 7: Make an Editorial Decision

After completing the review, determine the appropriate next action.

Editorial Action	When to Use
Approve	The submission meets HYJ's editorial standards and is recommended for approval or publication.
Request Revision	The writing has potential but requires corrections, clarification, or additional supporting information.
Recommend Rejection	The writing does not meet the journal's requirements or contains significant unresolved concerns.
Escalate to Administration	Concerns involving plagiarism, AI-generated content, student safety, copyright, parental authorization, or other matters requiring administrative attention.

Approval Procedure

1. Complete your review of the assigned submission.
2. Confirm that required revisions have been addressed.
3. Verify parental authorization and other publication requirements.
4. Record your editorial decision and relevant comments.
5. Select **Approve/Publish** in the dashboard when the submission meets all requirements and you are authorized to take that action.

Editorial Approval and Publication Policy

HYJ aims to have each submission reviewed by **two editors before publication**, whenever possible. However, recognizing the volunteer-based nature of the journal and the availability of qualified editors, HYJ follows a flexible approval process:

- **Two-editor review (preferred):** Two editors independently review the submission before publication.
- **Editor and administrator review:** An editor reviews the submission, followed by an administrator's review or final approval.

- **Single-editor review (exceptional circumstances):** A submission may be approved for publication after review by one authorized editor when a second review is not feasible and HYJ administration permits this approach.

Important: Selecting **Approve/Publish** does not necessarily result in immediate publication. Depending on the assigned approval workflow, the submission may require a second editor's or administrator's approval before becoming publicly available.

Editors must follow the permissions and publication workflow established by HYJ administration. No submission should be published without the required parental authorization and editorial clearance.

Step 8: Maintain Editorial Standards and Confidentiality

All HYJ editors are expected to uphold the journal's standards of professionalism, fairness, integrity, and respect.

Editorial Responsibilities

- Review assigned submissions carefully and objectively.
- Respect the student's original voice and writing style.
- Maintain confidentiality of unpublished submissions and student information.
- Do not share manuscripts, photographs, parental authorization documents, or student information outside the authorized editorial process.
- Do not upload unpublished student submissions or personal information to external AI tools or plagiarism-checking services without HYJ authorization and appropriate privacy safeguards.
- Declare potential conflicts of interest and request reassignment when necessary.
- Communicate respectfully with students and other team members.
- Notify HYJ administration if you cannot complete an assigned review.

Editorial Independence

Editorial decisions must be based on writing quality, originality, relevance, and HYJ publication standards—not personal relationships, preferences, or disagreements with a student's viewpoint.

Step 9: Review Timelines and Coordination

HYJ operates through volunteer contributions. Editors are encouraged to review submissions promptly and communicate their availability.

Submissions are generally handled on a **first-come, first-served basis**, subject to editor availability and relevant expertise.

If you are unavailable or unable to review an assigned submission within a reasonable period, inform HYJ administration so the assignment can be managed appropriately.

Step 10: Contact HYJ Administration

For assistance with account activation, login problems, editorial assignments, technical difficulties, or questions about editorial policies, contact the HYJ team.

Email: hazarayouthjournal@gmail.com

Contact Form: <https://hazarayouthjournal.org/en/contact/>

Website: <https://hazarayouthjournal.org>

Quick Checklist for Editors

- Submit your biography, photograph, contact details, areas of expertise, and available social media links.
- Receive your editor account credentials from HYJ administration.
- Log in and change your temporary password immediately.
- Access the Editors Dashboard and review your assigned queue.
- Assess assigned submissions against HYJ editorial standards.
- Verify parental authorization, image permissions, and student privacy.
- Provide constructive feedback or request revisions when necessary.
- Record your decision and use **Approve/Publish** only when authorized.
- Follow the applicable two-editor, editor-administrator, or authorized single-editor approval process.
- Maintain confidentiality and coordinate with HYJ administration.

Note: College-freshmen writings are subject to the availability of college-level editors to review and publish it.

The Guide is prepared with the help of AI.