

Hazara Youth Journal (HYJ)
Student Registration and Writing Submission Guide
Your Voice. Your Ideas. Your Writing.

Welcome to **Hazara Youth Journal (HYJ)**, a youth-led, volunteer-based initiative dedicated to promoting original writing, creativity, critical thinking, and intellectual engagement among Hazara youth.

This guide provides step-by-step instructions for students in **Grades 7–12 or college freshmen** to create an account, complete their author profile, submit original writing, obtain parent or guardian approval, and follow the editorial review and publication process.

Website: <https://hazarayouthjournal.org>

Step 1: Create Your Student Account

1. Visit <https://hazarayouthjournal.org>.
2. Click **My Account**.
3. Select **Register as Student**.
4. Complete the registration form.

Field	Instructions
Username	Required. Maximum 150 characters; letters, numbers, and the symbols @ . + - _ only.
First Name	Enter your first name.
Last Name	Enter your last name.
Email Address	Enter a valid email address that you can access.
Password	Create a secure password of at least 8 characters.
Password Confirmation	Re-enter the same password.
Grade Level	Select your current grade (Grades 7–12, college-freshman).

Password Requirements

Your password must:

- Contain at least 8 characters.
- Not be too similar to your personal information.
- Not be a commonly used password.
- Not consist entirely of numbers.

After completing the form, click **Register Account** and follow any account activation instructions provided.

Note: Students can register directly. A separate parent account is generally not necessary, although parents may create an account and add their children if preferred.

Step 2: Complete Your Student Profile

After registering, sign in and update your student profile.

1. Click **My Account** and log in.
2. Open your profile and select the available edit or update option.
3. Add or review the following information:

Profile Information Instructions

Full Name	Ensure your first and last names are correct.
Profile Photo	Upload a clear, appropriate photograph of yourself, with parent or guardian permission.
Short Biography	Write a brief introduction of approximately 40–70 words.
Grade Level	Confirm that your current grade is correct.

Example of a Short Biography

Sara Ahmadi is a Grade 11 student interested in literature, education, and Hazara culture. She enjoys reading and writing about social issues, cultural identity, and educational opportunities. Through her writing, she hopes to share meaningful experiences, encourage critical thinking, and inspire other young people to express their ideas and pursue their aspirations.

Profile Tips

- Write your biography in the third person.
- Include your grade, interests, and aspirations.
- Use a clear and appropriate photograph.
- Avoid sharing sensitive personal information, such as your home address, phone number, or school contact details.
- Update your profile when necessary.

Privacy and Parental Permission

Your author profile, including your name, photograph, grade level, and short biography, may be displayed publicly alongside your published writing. Please obtain your parent or guardian's permission before uploading a photograph or sharing personal information for publication. If you have privacy concerns about displaying your photograph, contact the HYJ team to discuss available alternatives.

Step 3: Sign In and Manage Your Account

1. Click **My Account** and select **Login**.
2. Enter your username and password.
3. Access your student dashboard.

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

Depending on the available dashboard features, you can:

- Submit new writing.
- View previously submitted work.
- Track submission status.
- Review editorial feedback and submit revisions.
- Update your student profile.

Keep your login information secure and do not share your password.

Step 4: Prepare Your Original Writing

HYJ welcomes **articles, essays, stories, personal reflections, and research-based writing** in English and Farsi/Dari from students in Grades 7–12. **We also welcome writing from college freshmen; however, their publication is subject to the availability of college-level editors.**

Current Submission Categories

Category	Suggested Topics
Story	Personal experiences, migration, community life, fictional stories, and personal reflections.
Cultural & Heritage	Hazara history, traditions, language, music, cultural identity, and heritage.
Education & Dreams	Education, academic experiences, personal aspirations, challenges, and future opportunities.

Writing Types

- **Article:** Informative, analytical, or research-based writing.
- **Essay:** Personal, reflective, argumentative, or analytical writing.
- **Story:** Fictional or nonfiction storytelling.

Recommended Word Limits

Grade Level Recommended Writing Length

Grades 7–9 400–600 words

Grades 10–12 500–1,000 words

College freshmen 800 – 1200 words (subject to availability of college-level editors)

Longer submissions may be considered when justified by the topic, research, or storytelling needs. These are recommended lengths rather than strict limits unless otherwise specified in the submission form.

Originality and Quality Requirements

- Submit only your own original writing.
- Plagiarized, copied, or AI-generated submissions are not accepted.
- Use clear, respectful, and appropriate language.
- Acknowledge sources when using information or ideas from others.
- Review spelling, grammar, structure, and clarity before submitting.

Review Published Articles as Examples

Before submitting, visit the **Publications** section of the HYJ website and read one or more published articles. These examples can help you understand how to organize your writing, create an engaging title, and present your ideas effectively.

Step 5: Submit Your Writing

1. Sign in to your student account.
2. Open the writing submission section.
3. Complete the applicable fields below.

Submission Field	Instructions
Category	Select Story, Cultural & Heritage, or Education & Dreams.
Material Type	Select Article, Essay, or Story.
Language	Select English or Farsi.
Title	Enter a clear and engaging title.
Short Quote / Excerpt	Write a brief summary or highlight of approximately 20–35 words.
Long Quote / Excerpt	Write a more detailed summary or meaningful passage of approximately 50–80 words.
Body	Enter the complete text of your writing.
Photo	Upload a relevant, clear, high-quality image.
Parent Approval	Complete the applicable parent or guardian authorization process.

How to Write Short and Long Excerpts

An excerpt is a short introduction or selected passage that helps readers understand what your writing is about.

- **Short Quote / Excerpt (20–35 words):** A brief summary or engaging highlight.
- **Long Quote / Excerpt (50–80 words):** A more detailed introduction or meaningful passage.

Both excerpts should accurately represent your original writing. They are separate from the complete article or essay entered in the **Body** field.

Example Article Title: The Importance of Education for Girls

Short Quote / Excerpt

Education opens doors to opportunity, independence, and a brighter future. Every girl deserves the chance to learn, grow, and pursue her dreams.

Long Quote / Excerpt

Education is more than a pathway to academic achievement; it empowers girls to make informed decisions, contribute to their communities, and build better futures. In many parts of the world, girls continue to face barriers to education. By supporting their right to learn, we invest not only in individual potential but also in the progress and well-being of entire communities.

You may write a summary or select a meaningful passage from your original writing.

Image Guidelines

Include a relevant image to accompany your writing.

- Use a clear, high-quality photograph or illustration.
- Choose an image directly related to your topic.
- Use original images or images you have permission to publish.
- Do not use copyrighted images without authorization.
- Obtain appropriate permission before submitting photographs of identifiable individuals, especially children.
- Avoid images containing private or sensitive information.

If you cannot provide an appropriate image, contact the HYJ team for guidance.

Final Submission Checklist

Before clicking Submit, confirm that:

- Your title, category, material type, and language are correct.
- Your writing is original and has been proofread.
- Your short and long excerpts accurately represent your writing.
- You have included a relevant image or contacted HYJ for assistance.
- You have completed the required submission information.

Click **Submit** to send your writing for the applicable authorization and editorial review process.

Step 6: Complete Parent or Guardian Approval

HYJ requires parent or guardian authorization for student submissions.

Depending on the available options, approval may be completed through:

Option 1: Signed Authorization

1. Obtain the parent or guardian approval.
2. Ask your parent or guardian to review and sign it.

3. Upload the signed form through the available submission option.

I, _____ Full Name _____ the father/mother of ___ Student Full Name ___ approve publication of his/her writing on Hazara Youth Journal.

Signature _____ Date _____

This approval can be handwritten and signed on a paper and a picture being uploaded with the writing submission. College-freshmen do not need parent approval.

Option 2: Email Authorization

1. Enter your parent or guardian's email address in the applicable approval section.
2. Request that an authorization link be sent to them.
3. Ask your parent or guardian to review and complete the approval request.

Important Information for Parents and Guardians

Parent or guardian authorization is required before a student's writing proceeds to editorial review. Parents and guardians should understand that approved submissions may be published publicly on the HYJ website, potentially including the student's name, grade level, photograph, short biography, and submitted writing.

Authorization does not guarantee publication. All submissions remain subject to editorial review and approval.

If you experience difficulties completing the authorization process, contact the HYJ team for assistance.

Step 7: Track Your Submission and Editorial Review

After submission, check your student dashboard for updates.

Submission Statuses

Status	Meaning
Awaiting Parent Approval	Parent or guardian authorization has not yet been completed.
Awaiting Staff Review	The submission is waiting for review by authorized HYJ staff.
Published	The writing has been approved and published.
Rejected	The writing has not been accepted for publication.
Retired	The writing has been withdrawn or removed from active publication.

Editorial Review Process

The editorial team evaluates submissions based on:

- Originality and independent authorship.
- Clarity, organization, and writing quality.
- Relevance and educational value.
- Accuracy and appropriate acknowledgment of sources.
- Respectful language and compliance with HYJ guidelines.

Editorial Support

HYJ editors may suggest improvements to grammar, spelling, clarity, organization, and presentation while respecting the author's original ideas and voice. Substantive changes may require the author's review before publication.

If you receive a revision request, review the feedback, improve your writing, and follow the instructions for resubmission.

Editorial Review and Publication Policy

All submissions undergo editorial review before publication. Submissions are generally reviewed on a first-come, first-served basis, subject to the availability of volunteer editors with relevant subject expertise. Review times may vary, and submission does not guarantee publication.

Step 8: View and Share Your Published Writing

After your writing has completed the required editorial approvals, it may be published on the HYJ website.

Published writing can be found in the **Publications** section, and selected recent articles may also appear on the homepage.

Your published article may include:

- Title and full writing.
- Author's name and grade level.
- Author's profile photograph and short biography, where authorized.
- Writing category and publication date.
- Main article image.

Once your writing is published, you are encouraged to share its direct link with family, friends, teachers, and your community, including through social media. Sharing your published work can help inspire other young people to develop their writing skills and express their ideas.

Contact Us or Join Our Volunteer Team

If you have questions about registration, your student profile, writing submissions, parent approval, or editorial review, please contact the HYJ team.

Volunteer Opportunities

HYJ also welcomes volunteers in the following areas:

- **Editorial Team:** Review English and Farsi/Dari submissions and mentor young writers.
- **Operations and Administration:** Support coordination, communications, and daily activities.
- **Translation:** Translate selected writings between English and Farsi/Dari.
- **Advisory Board:** Provide professional guidance, mentorship, and strategic support.

Interested volunteers are encouraged to email a short biography, photograph, and areas of interest or expertise.

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

Email: hazarayouthjournal@gmail.com

Website: www.hazarayouthjournal.org

Quick Checklist: Ready to Get Started?

- Create your student account (Grades 7–12) or college freshmen
- Complete your profile with a short biography and an appropriate photograph.
- Read a published HYJ article as an example.
- Prepare your original writing within the recommended word count.
- Select the category, writing type, and language.
- Add your title, short excerpt, long excerpt, and article image.
- Submit your writing and complete parent or guardian authorization.
- Track your submission and respond to editorial feedback when requested.

Note: College-freshman writing is subject to the availability of college-level editors to review and publish it.

The Guide is prepared with the help of AI.