

Article Collaboration Process and Guidelines

Step 1 — Student Proposal to Unboxed

Students email us:

- Your topic idea
- Why it matters
- Proposed expert
- What you want to learn and *what you want to deeply understand*

This helps us ensure that your work is aligned with our mission and high quality. It also helps us make sure that *you are receiving meaningful learning and knowledge*.

Step 2 — Internal Approval by Unboxed

We will consider:

- Is the topic aligned with our mission?
- Is the expert appropriate?
- Are you ready?

We will get back to you by email and either approve or suggest revisions.

Step 3 — Expert Assignment

You may follow two paths:

Option A (Board of Advisors)

- **You propose to work with someone from our Board of Advisors**
 - **If you are unsure, we suggest experts from our Board of Advisors**
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Option B:

- You can suggest someone *outside* the board

You must mention this in your proposal, and we will need to approve it before you begin. This makes sure that the experts you are working with are suited to your needs and able to provide you the best quality mentorship.

Step 4 — First Contact

We contact the expert first to make sure they're available to collaborate at this time, and if so, we'll connect and introduce you to them. After that, you, the student, will take over and begin the collaboration process.

Step 5 — Learning Phase

Students:

- Ask structured questions
- Explore the topic deeply
- Iterate their understanding

Experts:

- Explain concepts
- Suggest what to learn next
- Correct misunderstandings
- Provide a learning path

This should be 50% of the experience, and the most crucial part.

Step 6 – Writing Phase

Students:

- Turn what they learned into an article (Note: This is the output of learning, not the main activity)
- Ask thoughtful questions
- Respect the expert's time

Experts:

- Provide you with any background information to write the article, additional notes they have, and suggestions before the writing process (Ex: lesson notes, presentation slides, papers they have written, specific advice for writing about the topic, mentorship on writing style, etc.)
- Answer your questions
- Give a final review (accuracy check, light refinement, ensure integrity of ideas)

The writing phase is led by the student to ensure they fully understand and are able to articulate their learning, while respecting the expert's time.

Step 7 — Reflection and Feedback

Students will be asked to fill out a form, reflecting on what they learned, and their feedback for the collaboration process

Advisors will be asked to write a Mentor Feedback Note, a short written reflection sharing insights on the student's learning progress, understanding, and approach during the project.

Ex: "Alex showed strong understanding of the core concepts we covered, especially in connecting scientific ideas to real-world examples. I guided him through key topics and helped clarify a few misunderstandings during the process. He was able to independently write a clear and accurate article based on our discussions. Overall, I see my role as primarily guiding his learning and supporting his synthesis of the material."

— Dr. Smith

Step 7 — Final Review + Publication

- Send the article by email to Unboxed, where we will review it
- We publish it on our website, under Education Articles

Rules and Guidelines

1. Students cannot cold-contact experts under Unboxed’s name without approval.

Allowed:

- Board of Advisors
- Approved external experts

Not allowed:

- Random outreach representing Unboxed without permission

To work with experts not in our Board of Advisors, you must propose the collaboration to us in your student proposal, and we must approve the collaboration.

2. Communication expectations

Students must:

- Be professional
 - Ask questions in batches (not constant messaging)
 - Respect timelines
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3. Article approval

Unboxed should always:

- Approve the topic
 - Approve the expert
 - Review final output
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4. Attribution & credit

- Case 1 (Expert credited as Mentor):

Usually, we will credit the student as the author, and the expert as an editor or viewer.

This would look like: ‘Written by (Your Name), with guidance by (Expert name)’

- Case 2 (Expert credited as Co-Author):

This is reserved for cases when the expert as substantial intellectual contribution. If they shape the structure significantly, contribute original ideas directly, and is actively involved in multiple drafts, then they are a Co-Author.

This would look like: Written by (Your name) and (Expert name)

4) Timeline

Collaborations should take around 3-5 weeks total, per article. This is a flexible goal, but we believe it is ideal for deep learning, manageable expert commitment, and high completion rate.

Ideally, the collaboration process should look like this:

Week 1 – Learning

Week 2 to 3 – Deep Learning and Drafting

Week 4 – Writing and Refinement

Week 5 – Final review and feedback