

The **DIGITAL**  
**PUBLISHING**  
**WORKSHOP**

**Journals Editorial Workbook**

# Editorial Workbook

## Columbia University Libraries

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**Editorial Checklist:**  
**Policy and Documentation Review**

A journal’s editorial board should meet regularly to discuss the journal’s written policies, guidelines, and legal documentation. These documents should not be static, but should be updated to match any changes in standards (a new edition of a style and copyediting guide), updates in the journal’s website and technology (updating links to bring authors to a new submissions platform), or to propose alterations to existing guidelines (moving from double-blind to open peer review). It is especially important for a new board to go over these materials and to familiarize themselves with the journal’s policies and standards at the beginning of each academic year.

Have you reviewed the following documents or texts?

	No Change	Changes Proposed
“About”		
Mission, Aim, & Scope	<input type="checkbox"/>	<input type="checkbox"/>
Open Access Policy	<input type="checkbox"/>	<input type="checkbox"/>
Copyright Statement	<input type="checkbox"/>	<input type="checkbox"/>
Ethics and Diversity Statement	<input type="checkbox"/>	<input type="checkbox"/>
Submission Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Author Agreement	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Policy	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Peer Review Form	<input type="checkbox"/>	<input type="checkbox"/>

After reviewing these materials as a board, any changes that you have decided to make should be reflected in the statements and documents published on your website. **If you wish to make any changes to your Author Agreements, please contact the Digital Publishing Librarian ([michelle.wilson@columbia.edu](mailto:michelle.wilson@columbia.edu)) to discuss altering this legal agreement. You may not make changes to this agreement without approval from Columbia University Library.**

## Editorial Role Assignments

Assign the following roles to members of your editorial staff. More than one person can share the responsibilities for each of these positions. Establishing which tasks each team member is responsible for will make the publishing process more manageable. It will also help you to plan your semester schedules around your responsibilities in the editorial calendar.

**Editor in Chief** \_\_\_\_\_

**Faculty Advisor (if applicable)** \_\_\_\_\_

**Submissions Editor** \_\_\_\_\_

**Peer Review Editor** \_\_\_\_\_

**Content Development Editors** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Production Editors** \_\_\_\_\_

\_\_\_\_\_

**Copyeditor** \_\_\_\_\_

**Typesetter** \_\_\_\_\_

**Marketing & Social Media Manager** \_\_\_\_\_

If there are additional roles and responsibilities related to your publication (ie. translation, art and media management), note those positions here:

\_\_\_\_\_

\_\_\_\_\_

## Publishing Schedule

Consider these milestones in the publishing process and decide on calendar dates to keep your publishing on track for your forthcoming issue:

Board meeting \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Call for submissions announced \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Deadline for submissions \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Article manuscripts finalized \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Copyediting completed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Typesetting completed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

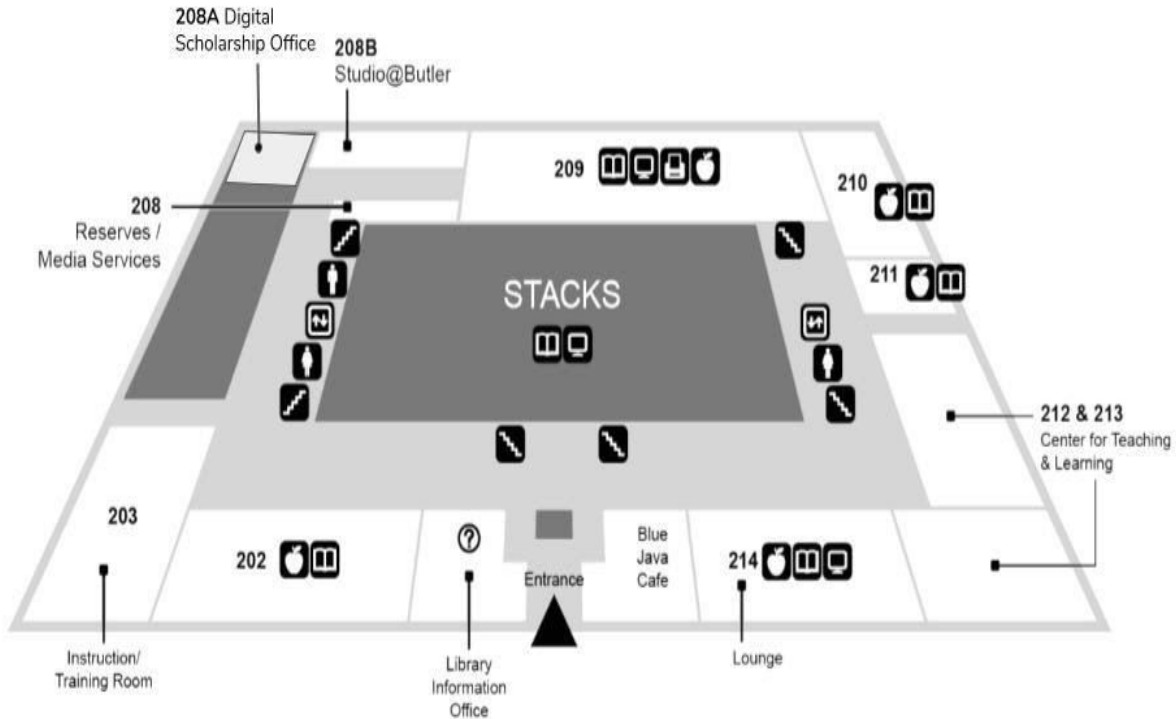
Proofreading completed \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Online production completed (Publication Date) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Issue Debrief \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

## Wayfinding Exercise

Kate wants to ask the digital publishing librarian a question during office hours on **Friday between 10:00-12:00**.



Draw a line to help  
Kate find the Digital  
Scholarship office in  
**Butler Library 208A.**

## Mission, Aim, and Scope

### Mission Statement

A mission statement focuses and describes your purpose as a publication, defining who you serve and why. Use this exercise to write an effective and powerful mission statement that will help your readers and potential authors to understand why you publish and why your scholarly contributions are valuable and unique.

A great mission statement:

- Communicates your publication’s unique purpose and audience
- Should be no more than a paragraph—the shorter the better!
- Is a useful tool to measure potential new directions against—“Is this in keeping with our mission?”
- Answers the question “**We’re doing X(what), for Y(who), because Z(why)?**”

**Step 1:** Each member of the board writes down 5 answers to each of the following questions. Each answer goes on a post-it or index card:

- 1) What do we publish?
- 2) Who do we publish for?
- 3) What impact does our publishing have?

**Step 2:** Match the post-its or cards to see where there are overlaps in your responses. Using the audience, impact, and content identified by your group in Step 1, try to articulate your mission in 25-50 words.

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Remember that writing a mission statement is about *focus*. There will always be secondary stakeholders and audiences, new opportunities, and outliers in our content and editorial actions. Our goal is to be able to remind ourselves of the primary purpose of our publishing, in order to continue to set priorities in our work and address the needs of our communities.

## Aim

Your journal's aim is a vision statement. Whereas your mission statement states clearly what you do and is focused in the present, with your aim can be an opportunity to think big and energize both your editorial team and potential contributors.

## Scope

The journal's scope describes the kind of content that you publish. The scope can describe the structure of the content (articles, book reviews, letters to the editor), the length and kinds of supplemental materials and media that can accompany texts, the kinds of academic approaches and discussions that are preferred (theoretical, interdisciplinary), and more. A well developed set of scope criteria will:

- Ensure that your content matches and helps you follow the mission of your journal
- Keeps your content consistent issue to issue
- Helps authors to know whether their research is a good fit for your publication
- Explains what you *don't* want
- Provides an opportunity to elaborate on unique concepts

Read some examples of descriptive and innovative journal Scopes:

[Journal of Biomedical Informatics](#)

[Chaos: An Interdisciplinary Journal of Nonlinear Science](#)

[Feral Feminisms](#) (and their excellent [seasonal CFPs](#))



## Submission Guidelines

Submission guidelines ensure that the articles and other materials submitted by authors are appropriate to your publication. They will help authors to match your publication's style conventions and submit files and supplementary media in preferred formats.

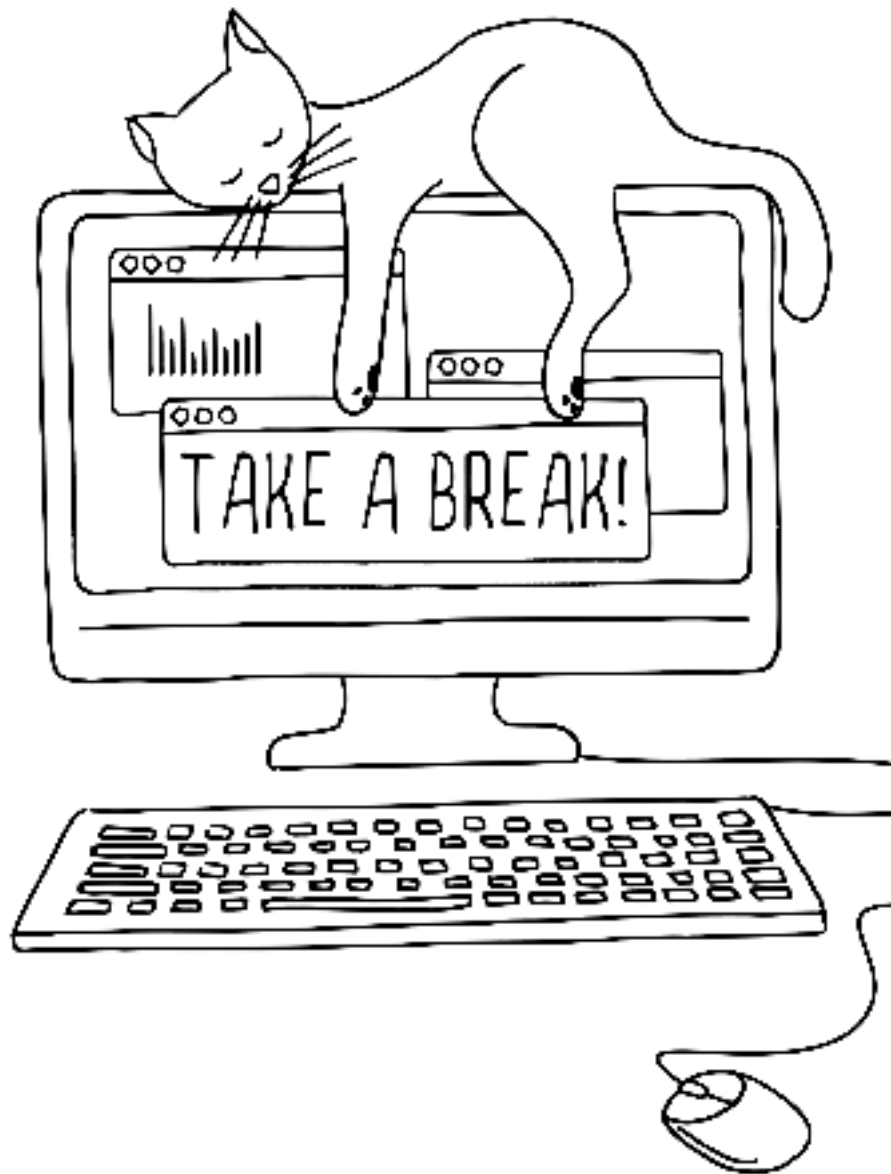
Answering the following questions will help you to craft your submissions checklist and guidelines for authors:

What are the word limits for articles? For any other kinds of content that you accept?	
What kind of materials should authors submit along with their manuscripts? (Abstract, CV, Cover sheet, etc.)	
Will formerly published materials be accepted? Will you accept resubmissions?	
What file formats will you accept?	
How should the manuscript be formatted? Double-spaced, line-numbered, page numbered, etc.?	
What citation style should be used?	

<p>What types of illustrations and supplemental materials will you accept? (eg. Texts, charts, tables, graphics, images, multimedia, supplementary datasets, etc.)</p>	
<p>How should illustrations be captioned and referenced in the text?</p>	
<p>Will you accept texts in any other languages?</p>	

## Self Care Exercise

# Color the cat!



Make time for relaxation and creative activities.  
Self care is important, even for busy student editors!

## Peer Review Policy and Guidelines

Your peer review guidelines should instruct referees on your peer review policy, noting aspects such as openness, anonymity, and collaboration with other scholars. Your review guidelines are an opportunity to encourage reviewers to approach review with an attitude of collegiality, to craft reviews with detailed and constructive criticism, and to consider the mission and goals of the publication. Think of your guidelines working in partnership with your peer review form, which will direct reviewers who accept invitations to consider certain aspects of the article and answer questions about the suitability and strength of the work. When writing your reviewer guidelines, which are publicly-available text on your website, consider the following:

- Overly long and formally worded guidelines containing specific instructions are less likely to be read and adhered to
- Encourage reviewers to approach the review as an opportunity to enhance the quality of the article rather than to tear down and reject the text.
- Language and tone are important and should be consistent with the ethos and style of all your journal's public, written materials
- Your policy and guidelines should work together - use your review form to go into detail and ask questions specific to the kind of material being reviewed

## Peer Review Form

Your peer review form is an extension and elaboration on your guidelines for your referees. While peer review guidelines set the tone for your review, the form provides specific criteria to guide reviewer commentary and to provide tangible feedback you can convey to authors. You should consider writing specific forms for different kinds of articles (the criteria for full-length research articles may be different from literature reviews, case notes, etc.) When crafting your peer review form consider:

- Asking substantive "how" questions when possible/in addition to yes/no "checkbox" questions
- Encouraging reviewers to comment if a yes or no is provided
- Thinking about your own journal's criteria for publishing and use that checklist as a guide
- Encouraging reviewers not to reject writing that needs improvement or contributions from authors for whom English is not their first written language

### Sample Peer Review Form Questions:

**Is the title clear and appropriate? (Yes/No)**

**Comment:**

**Does the abstract provide a strong summary of the article?** Can it be understood without reading the paper?

**What is the main question addressed by the research, and is the article focused on this question?** Where are there areas in the text where the author strays from the main argument or discussion?

**How original is the topic?** What does it add to the subject area compared with other published material?

**Is the methodology clear?** How could it be better articulated? Are the author's methods appropriate and sound?

**Are the conclusions consistent with the evidence and arguments presented?** How do they address the main question posed?

**Do tables or figures add to the paper?** Do they aid understanding or are they superfluous?

**Does the article contain appropriate citations and are they correctly formatted?** Are quotations properly marked and attributed?

**Is the paper well written?** Is the text clear and easy to read? if the language is poor but you understand the core message, see if you can suggest improvements to fix the problem:

- Are there certain aspects that could be communicated better, such as parts of the discussion?
- Would you consider looking at the paper again once these issues are dealt with?

**Does the article match the the journal's style and preferred formatting?** Is it an appropriate length?

### Recommendation

- Accept**
- Accept with minor revisions**
- Request major revisions**
- Reject**

## Debriefing Checklist

Taking the time to meet and debrief after the publication of your issue will help the editorial team to learn and to pass on important information to the incoming editorial board. A debriefing is not about placing blame in identifying inefficiencies or mistakes, but in creating actionable takeaways for future issues and editors, and recording successes so that they can be repeated.

Create a set of questions to help guide your discussion. Take notes and write a short memo, no longer than one page, to record issues and make note of areas for improvement or to help guide an incoming board of editors.

- Did we have enough people on our editorial team to accomplish all of our tasks?
- Did we receive enough submissions? Did we receive the kinds of authors and articles we were looking for?
- Was our schedule realistic?
- Did we feel adequately trained to use all of our publishing tools?
- Do we want to change any of our stated policies or procedures? Do need to update any of the materials on our Journal's site to reflect these changes?
- What was the most frustrating part of the process?
- What was rewarding about the experience?

## Sample Journal Texts

### Sample Text: About the Journal

The Library Sample Journal is an important publication with an august history. The Journal was founded in 2019 to provide opportunities for students and academics to learn about the publishing and editing practice. Through its broad and inclusive approach to editorial board creation, community development, and focus on ethical practice, this open access publication provides venues for new academics and subjects to enter the publishing landscape.

### Mission

The Library Sample Journal promotes innovative, ethical, and diverse scholarship by providing students and faculty at Columbia University with the opportunity to learn editorial and publishing practice and a means to share research on subjects that are exciting and meaningful to them.

### Aim and Scope

The Library Sample Journal aims to increase subject diversity and opportunities for historically elided groups to participate in academic publishing. The Editors welcome papers on topics relevant to the journal's subject, which you should elaborate on here. Papers can be short or long (6–9,000 words is recommended, but there is flexibility in both directions at the discretion of the Editors), illustrated or not (a maximum of 12 illustrations), and polemical, topical, theoretical, archival, tightly focussed or wide ranging in approach. They may be cross-disciplinary and cross-cultural, or not, depending on what kind of content you want to see in your journal. Current debates and topical issues are welcome. Articles are not remunerated and illustrations are the responsibility of individual contributors.

### Open Access Policy

The Columbia Sample Journal is an open access journal. Our published content is free to access without charge to the user or their institution. Users are allowed to read, download, copy, distribute, print, search, or link to the full texts of the articles in this journal without asking prior permission from the publisher or the author. Authors retain their copyright and agree to license their articles with a Creative Commons "Attribution" License (CC-BY) unless otherwise noted on the article landing page. You can read more about Creative Commons licenses at [creativecommons.org](https://creativecommons.org).

CSJ charges no author fees upon submission or acceptance.

## Peer Review Policy

The Sample Journal uses a system of peer review in order to receive independent assessments of submitted articles. Not only does review assure the accuracy and quality of scholarship, it can provide opportunities for development and the extension of an author's research through constructive critique and recommendations from their peers.

Sample Journal editors conduct a blind review article abstracts and select articles that will enter a formal, double blind peer review process. Each article is subject to two reviews by anonymous peers mediated by the Journal's editors. The Sample Journal's peer review process is an opportunity for referees to participate in our mission to produce high quality scholarship and create a supportive environment where emerging scholars can experience the review and editing process. Reviewers for Sample Journal are expected to provide personal and professional opinions based on their expertise and to deliver thoughtful and constructive feedback based on their consideration of the articles under review.

Please consider the following when conducting your review:

- When approached please agree to review only if you have the necessary experience and knowledge to assess the manuscript and can be unbiased in your assessment.
- Be specific in your critique, and provide supporting evidence with appropriate references to substantiate general statements, to help editors in their evaluation.
- Be constructive in your review, providing feedback that will help the authors to improve their manuscript.
- Be congenial and clear. Confidential comments to the editor should not be a place to denigrate the author, simply because they will not see them.
- Remember it is the author's paper, which should not be rewritten in your own preferred style if it is basically sound and clear; suggestions for changes that improve clarity are, however, important.
- In addition, be aware of language issues that are due to the author writing in a language that is not their first or most proficient language, and phrase your feedback appropriately and with due respect.
- Comment on the quality and rigour of the work; If the article is not clear because of missing analyses, the explain what additional discussion would clarify the argument.

Confidentiality: Respect the confidentiality of the peer review process. Do not involve anyone else in the review of a manuscript (including early career researchers you are mentoring), without obtaining permission from the journal. The names of any individuals who have helped with the review should be included so that they are associated with the manuscript in the journal's records and can also receive recognition for their efforts.



Bias and competing interests: It is important to remain unbiased in regard to the nationality, religious or political beliefs, gender or other characteristics of the authors, origins of a manuscript or by commercial considerations. If you discover a competing interest that might prevent you from providing a fair and unbiased review, notify the journal and seek advice. Similarly, notify the journal as soon as possible if you find you do not have the necessary expertise to assess the manuscript.

Suspicion of ethics violations: If you come across any suspected breaches in publication ethics please let the journal know. In the case of any other ethical concerns, contact the editor directly and do not attempt to investigate on your own.

## **Diversity Policy**

The Sample Journal is committed to increasing the diversity of voices that is represented in the scholarly record and encourages diversity and inclusiveness in the field of sampling. Diversity refers to differences in race, ethnicity, sexual orientation, gender identity, age, country of origin, religious or spiritual beliefs, ability, and social and economic class.

## **Code of Ethics**

The Columbia Sample Journal expects its members to uphold the highest standards of personal and professional behavior in the conduct of their work and the advancement of behavior analysis. CSJ authors should adhere to the ethical professional standards as defined by:

- The American Society of Sample People: [samplepeoplesociety.org](http://samplepeoplesociety.org)
- The International Association of Samplers: [ias.org](http://ias.org)

It is essential that all who participate in producing the journal, who conduct themselves as authors, reviewers and editors, strictly adhere to the highest level of professional ethical standards. By submitting a manuscript to this journal, each author explicitly confirms that the manuscript meets the highest ethical standards from the author and coauthors including proper statistical investigations and thorough ethical reviews by the data owning organisations. To support and promote integrity in research publication, the editorial board fully endorse the position statements for editors and authors that were developed 2nd World Conference on Research Integrity in Singapore in 2010:

Position Statement 1: International Standards for Editors

Position Statement 2: International Standards for Authors

Both position statements were published under a Creative Commons licence. Source: COPE (Committee on Publication Ethics), <http://publicationethics.org/resources/international-standards-for-editors-and-authors>

### **Conflict of interest**

All conflicts of interest should be declared by the author, editor, or reviewer.

### **Conflicts of interest include:**

- A financial or personal interest in the outcomes of the research;
- Undisclosed financial support for the research by an interested third party;
- A financial or personal interest in the suppression of the research;

A note to highlight the background to financial support for the research from third parties or any other possible conflict of interest must be added to the paper prior to review.

If a conflict of interest is suspected by a reviewer or reader, this concern should be reported to the editor or to the Editors in chief at [SampleJournal@columbia.edu](mailto:SampleJournal@columbia.edu). A concern regarding an editor should be raised to Editors in chief or to the Digital Publishing Librarian ([publishing@librarian.columbia.edu](mailto:publishing@librarian.columbia.edu)). Sample Journal will follow [COPE action guidelines](#) in cases of a suspected conflict of interest.

The Sample Journal reserves the right to withdraw and rescind their acceptance of author materials if ethical misconduct is discovered prior to publication.

## Sample Text: Submission & Contributor Guidelines

As part of the submission process, authors are required to check off their submission's compliance with all of the following items, and submissions may be returned to authors that do not adhere to these guidelines.

- The submission has not been previously published, nor is it before another journal for consideration (or an explanation has been provided in Comments to the Editor).
- The submission file is in OpenOffice, Microsoft Word, or RTF document file format.
- Where available, URLs for the references have been provided.
- The text is single-spaced; uses a 12-point font; employs italics, rather than underlining (except with URL addresses); and all illustrations, figures, and tables are placed within the text at the appropriate points, rather than at the end.
- The text adheres to the stylistic and bibliographic requirements outlined in the Author Guidelines.

## Library Sample Journal

The Library Sample Journal is an important publication. Tell your prospective authors a little about your journal in a few sentences here.

The Library Sample Journal aims to increase subject diversity and opportunities for historically elided groups to participate in academic publishing. The Editors welcome papers on topics relevant to the journal's subject, which you should elaborate on here. Papers can be short or long (6–9,000 words is recommended, but there is flexibility in both directions at the discretion of the Editors), illustrated or not (a maximum of 12 illustrations), and polemical, topical, theoretical, archival, tightly focussed or wide ranging in approach. They may be cross-disciplinary and cross-cultural, or not, depending on what kind of content you want to see in your journal. Current debates and topical issues are welcome. Articles are not remunerated and illustrations are the responsibility of individual contributors.

If your journal also accepts other formats, such as book reviews or opinion pieces, you should also outline what you hope to see in texts of that style, how long they should be, and whether you expect additional media to accompany those submissions.

The Journal operates a double-blind system of peer group review, and each article is subject to two reviews. If there is disagreement, a third review may be conducted.

## I. SUBMISSIONS

Submissions to the Journal are made through our online system. *Please click here to register and submit your materials.*

Please submit:

- **Cover sheet** including the title of your article, your full name, institutional affiliation, and your email address
- **Biography or CV**
- **Scholarly abstract** (no references) is required for use in bibliographical databases. It should include your thesis methodology, and any major personalities, collections, or locations discussed.
- **Full Text** of your article, to be submitted as a PDF or Microsoft Word document with a .doc or .docx extension.

## II. MANUSCRIPT PREPARATION

### Originality and Language

- All text should be original and neither previously published nor under consideration for publication elsewhere.
- Submitted ready for publication, all quotations and references should have been verified.
- Texts may be submitted in English or French. Articles submitted in French will also be translated into English for bilingual publication.
- If your text has been translated, translators' names should be supplied and will be acknowledged in print.

### Peer Review

- References within the submission to the author's own work should be in the third person, to enable anonymous peer-review.
- All copy will be submitted to referees. Anonymous commentary from review will be communicated by an editor.

### Formatting

- If there are images to accompany the submission, please attach these files at the time of your manuscript submission. Figure references should be included in the text (in parentheses, e.g. '(fig. 1)') and the images labelled numerically (not descriptively). Low-res image files, if available, may be uploaded initially and hi-res versions sent subsequently if the submission is accepted. **For more information on media and captioning, please see Section III.**

- Ensure that references are provided in the endnotes for all quotations.
- Please do not use headers and footers.
- Please paginate the article.

### **Selection for Publication**

- Authors will be alerted by an editor as to whether their manuscript has been accepted, declined or a revision requested.
- If a revision is requested, authors should carefully consider and respond to the referee comments, and resubmit.
- Authors of accepted papers will receive proofs of their article 3-5 weeks after the decision is sent. Timely attention to proofs will ensure the article is prepared in time for publication of the next issue.

### **Resubmissions**

Previously submitted articles not accepted for publication must be accompanied by a cover letter and updated abstract that detail significant changes in argument, structure, and/or approach. If the article has been reviewed and rejected, please provide a point-by-point listing as to how each of the reviewers' comments has been addressed and describe any other changes made to the manuscript.

### **III. ILLUSTRATIONS AND MEDIA**

Articles may carry up to a dozen images. There is no guarantee of the maximum being published, and the Editors reserve the right to reduce the number where necessary. Book reviews require one image, which in the normal course of events should be supplied free of charge and with copyright clearance from the publishers. Please begin acquiring images and clearing rights as soon as your article or review has been accepted. Delays affect our tight schedules, and articles and reviews without adequate illustration be dropped if images are not received on time. For additional information and help with media and image permissions, please visit our **Resources for Authors**.

All images must have been cleared for copyright purposes and all costs and permissions to reproduce are the responsibility of the contributor, who must provide correct credit lines for the image as well as the digital files. Online rights must be obtained from the rights-holder. The Library Sample Journal illustrates its digital publication in full color, although grayscale images may be accepted for publication depending on the source material.

The Journal also accepts multimedia additions to its articles. Copyright clearance and any associated costs for permissions for audio and video recordings or other varieties of digital media are the sole responsibility of the author.

## Captions

- Please ensure that images are of a suitable standard to reproduce, at least 300 dpi. Images may be submitted as PNG, JPEG or TIFF files.
- Please number figures in order and make sure that image files can be clearly identified from their file-names.
- All images must have a catalogue-style caption supplied as a separate list. Captions should include:
  - Maker
  - Title (in italics)
  - Date
  - Medium
  - Measurements (in centimeters or meters)
  - Location (Institution, Geographic Location)
  - Copyright statement
  - Courtesy line and/or photo credit

Examples:

**Fig 1.** Yinka Shonibare, *The Swing (after Fragonard)*, 2001, mannequin, cotton costume, 2 slippers, swing seat, 2 ropes, oak twig and artificial foliage, 3.3 x 3.5 x 2.2 m (Tate, London) © Yinka Shonibare; image courtesy Stephen Friedman Gallery, London

**Fig 2.** Katsushika Hokusai, *Under the Wave off Kanagawa, also known as 'The Wave'*, ca. 1830-32, Polychrome woodblock print; ink and color on paper, 25.7 x 37.9 cm (Metropolitan Museum of Art, New York); Public Domain

## IV. HOUSE STYLE

The Library Sample Journal uses the **Chicago Manual of Style, 17th ed.** Please refer to the manual for guidance on internal style and crafting reference citations.

Please adhere to the following house style preferences:

- Paragraphs should be indicated by a line-space, not indented.
- Bold type and underlining should not be used.
- In the main text, italicize titles of books and journals (please do not use underlining)
- Put titles of articles, doctoral theses and exhibitions in single inverted commas

- Illustrations should be referred to in the text as: (fig. 2) etc.
- Notes should be formatted as endnotes, with Arabic numerals.

**Book Reviews:** Please give full publication details at the head of the text. For example:

Roxanne Dunbar-Ortiz, *An Indigenous People's History of the United States*, Beacon Press, Boston, 2014. \$27.95. ISBN 9780807000403.

**Spelling:** Follow American English usage e.g. color, center, recognize.

**Quotations:** Set within double inverted commas; quotations within quotations in single inverted commas. Quotations more than six lines long should start on the next line and should be indented.

**Transliteration:** Please use the Standard Arabic Technical Transliteration System (SATTS) for the transliteration of Arabic words and phrases.