NORIA

network of researchers in international affairs

NORIA EDITORIAL BOARD
GUIDELINES FOR AUTHORS

GENERAL RULES

Noria publishes texts by young researchers, whether independent or affiliated to academic institutions or research centers. The articles submitted should be original analyses based on first-hand research (field observation, interviews, written sources, archives, etc.) and using the methods and concepts of the social sciences broadly defined. Articles published by Noria abide by academic standards of quality, but they are also aimed at a larger, non-academic audience. Authors should keep this diversity in mind when writing. For instance, it is not advised to give extensive background information in the footnotes about the historical origin of the concepts used in the article, the state of the field, etc.

Submitted articles will be examined in accordance to these principles. The most important criteria are the use of first-hand data, the originality of the research, the robustness of the argument, the quality of the demonstration and the correctness of the language. Authors who submit an article and engage in the editing process accept the guidelines of the present guidelines. The review and editing processes begin once Noria has formally accepted the first version of the article. **Each text is reviewed at least two times by a team a two anonymous Noria reviewers. Additional external reviewers occasionally contribute. After each round of review, the text is sent back to the author with edits.**

WRITING GUIDELINES

DEADLINES AND SCHEDULE

1. The author emails one of the following documents (in .doc or .docx format) to ***contributor@noria-research.com*** :

   - **a proposal (1000 characters max. including spaces)** comprising the subject of the article, the sources used and a rough outline. If the proposal is accepted, **the author emails the article (15,000 characters, spaces, footnotes and abstract included; annexes can be added)** within the agreed time limit. Please note that publication of the article is not guaranteed by approval of the proposal.

   - **The author can also email his article directly.** Every article comes with a 800 characters abstract (included in the word count) and the following information: First name, LAST NAME, position, affiliation, last publication(s), sponsors and funding for the present research (if any).

2. Noria replies within 14 days after receiving the email. Once a first draft of the article is approved and revision begins, the author is committing not to submit the same text to other publications.

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3. Articles are sent under the following title: Noria - LAST NAME - 5 first words of the title - V1. In the revised versions of the articles sent by the author, this will be modified as V2, V3, etc. The titles of the revised documents sent back by Noria will end in R1, R2, R3, etc.

4. Once the final version of the text is approved, the author sends:
- a short bio
- a suggestion for illustrating the article

Diffusion of the article is assured in collaboration between the author and Noria.

REVISIONS AND COMMENTS

Reviewers add their edits and revisions on the Word document with the *track changes* tool. For comments, general remarks are placed above the text, more specific ones in the margins. The author uses the track changes tool to make his latest round of revisions apparent. Revisions that have already been agreed on are included in the text, and comments taken into account are deleted.

TITLES, HEADINGS AND SUBHEADINGS

Short titles are preferable.
Subheadings must appear clearly, without numbered lists or bullet-points.
Headings are in 14-point bold characters.
Subheadings are in 11-point bold characters.

TEXTE

Times New Roman, 11-point, justified, single space, no indents. Pages should be numbered and paragraphs separated by a blank line.

The article must include a clearly identifiable introduction and conclusion.

CITATIONS

Citations appear as footnotes (Times New Roman, 9-point). In the body of the text, footnotes are announced by Arabic numerals inserted after punctuation marks (e.g. "…as John Doe declared to the press."). Footnotes are organized as follows:

- **Book:** John Doe, *Title*, Place of publication, Publisher, year, page number (if necessary).

- **Chapter:** John Doe, "Title of the chapter", in Jane Doe (ed.), *Title*, Place of publication, Publisher, year, page number (if necessary).

- **Article:** John Doe, "Title of the article", in *Journal*, year, volume, pp. XX-XX.

- **Citations of online publications** follow the same pattern, with "online" added at the end of the citation, as well as a URL shortened on ur1.ca (e.g. <ur1.ca/ phnxx>). For sources (as opposed to academic works), the date of last consultation must be specified. E.g. : Gustavo Castillo Garcia, "Agentes llegaron una noche antes", *La Jornada*, July 3, 2016, online : <ur1.ca/ plpf9> (consulted 08/16/2016).

In case of multiple authors or editors, names are separated by commas (not "and" or "&").

QUOTATIONS

Quotations are not italicized. They are placed inside quotation marks ("…"). Use simple quotation marks ('…') for quotations within quotations. If you are quoting a whole sentence, the period must be included before the last quotation mark. If the quotation is extracted from a sentence, the period is placed after the last quotation mark. Quotations are followed by a footnote indicating their source (after the punctuation mark).
Long quotations (for instance drawn from interviews) appear as separate paragraphs distinguished by broader margins on the left and right sides and by a smaller font (10-point). Quotations in a non-English language are placed inside quotation marks and not italicized, unless they are in Romanization (see below), in which case they are placed inside quotation marks and italicized.

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ACRONYMS AND NAMES OF ORGANIZATIONS

Names of organizations must be spelled out when first used, with the acronym or abridged name inside parentheses. E.g. United Nations (UN). In the rest of the text, only the acronym or abridged version is used.
Acronyms that have a meaning in and of themselves are not capitalized. E.g. Hamas (an acronym of the Arabic for "Islamic Resistance Movement", also meaning "zeal"), not HAMAS.
Non-English organization names must be translated inside parentheses when first used. They are not italicized, except if they appear as part of a non-English language quotation. E.g. : Munâzamat Badr (Badr Organization); but *"a'lana amîn 'âm li-munâzamat Badr"* ("The general secretary of the Badr Organization announced...").

ROMANIZATION

For languages not written in Latin alphabet, the most standard system of Romanization is used (e.g. Pinyin for Chinese, Modified Hepburn for Japanese). For Arabic, use a simplified system (circumflexes as only diacritics, the article al- remains the same even when it precedes a sun letter, etc.) If in doubt, ask the editorial board.

For famous names, use the traditional rendition in English (e.g. Lee Kwan Yew, not Li Guangyao).

ITALICS

All non-English terms are italicized, except names of places, persons and organizations (see above). Italicized terms being already emphasized, they cannot be underlined or in bold characters.

NUMBERS AND FIGURES

In figures written with Arabic numerals, the millions and thousands are separated by a comma, e.g. 2,500, or 3,400,670. For rounded figures, the billions or millions can be spelled out, e.g. 1.5 billion, or 3.4 million. Roman numerals are capitalized. Ordinal numbers are spelled out.

DASHES

En-dashes (–) are used for parenthetical statements. The opening dash cannot be preceded by a comma, but the closing dash can be followed by one. If the parenthetical statement ends with a period or a *final* exclamation mark or question mark, the closing dash is omitted.

ANNEXES

Authors are encouraged to attach annexes to their article (tables, graphs...), if the argument benefits from it. Under certain conditions, the author can get support from Noria cartographers to create a map.