

Research Notes Detailed Submissions Guidelines

The purpose of *Mashriq & Mahjar's* Research Notes section is to showcase new, cutting-edge work being done in the broader field of MENA migration studies. The format of these pieces are narrative and describe anything from primary research questions, field studies, and methodologies to problems encountered, archival collections, or tools used. You have some freedom in the structure and flow of the piece. Research Notes are a great way for all scholars, including graduate students, to gain exposure and explore new avenues of scholarship.

If you're interested in submitting a Research Note to the journal or have additional questions regarding whether your idea would be appropriate for this section, please do not hesitate to contact the managing editor at mashriq_mahjar@ncsu.edu.

1. General

- ❖ Typescripts should be in MS Word and submitted on the Journal's website via [the submission portal](#). Please contact the managing editor at mashriq_mahjar@ncsu.edu with any questions about the submission process.
- ❖ Editorial policy requires that all submissions should adhere to high scholarly standards. Submissions to the Journal are considered on the understanding that they have not been published elsewhere in any language and are not under consideration for publication elsewhere at the time of submission.
- ❖ The Journal also publishes bilingual Research Notes. If you would like to have your submission appear in a second language other than English, please provide a translated copy. Languages we publish include Arabic, Spanish, and French.

2. Preparation and style

- ❖ Research Notes should be roughly 1,000 to 2,000 words, in 12-point font. Submissions may be longer if previously approved by the managing editor. Citations and notes, if included, must appear as endnotes, not footnotes.
- ❖ Typescripts must be in a standard sans serif font such as Times New Roman, double-spaced, and margins of at least one inch on all sides. Paragraph breaks should be indicated by indents. The first paragraph of the article and of each subsequent sub-section should not be indented. Bold and underlined text should be avoided. The Journal conforms to the Chicago Manual of Style, 15th Edition.
- ❖ If your Research Note discusses a particular archive, database, or library, please provide pertinent information about location, institution, author or creator (if applicable), and general contents. This measure ensures that others may also access the resource or utilize your methodology. Important author information for publication includes your name, institutional affiliation, and email address.

3. Spelling and punctuation

- ❖ The Journal follows U.S. American convention – e.g. *color*, rather than *colour*; *analyze*, not *analyse*; *traveling*, not *travelling*. Spelling should follow Merriam-Webster’s Collegiate Dictionary.
- ❖ Editorial policy favors the use of serial commas – e.g. “the United States, Canada, and Mexico”, not “the United States, Canada and Mexico”.
- ❖ Authors should spell out numbers from one to ninety-nine, except when used in groups or statistical discussions, e.g. “the act passed with a majority of 65 for, and 45 against.” Percentages should be in numbers, but “percent” should be spelled out, except in tables and parentheses. European and not U.S. American date format should be used – e.g. 8 August 2011. For dates, the following conventions should also be respected: 1880s, not 1880’s; twentieth century, and not 20th century; sixteenth-century, with hyphen, as an adjective.

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