Asfari Institute Publications Requirements

Below are the Asfari Institute for Civil Society and Citizenship's publication content requirements. We do recommend that they applied to all publications, research papers, working papers and AI documents. Publication of any material in the Asfari Institute's various medias, denotes that all its authors have agreed to its content and have ensured the Asfari Institute's at AUB policies have been fully adhered to. Non- compliance with these policies may mean that an article fails the pre-publication checks and cannot be published.

We also abide fully by AUB's publishing policy available thru this link:
https://www.aub.edu.lb/communications/Pages/Publishing-Content-Requirements.aspx

Originality

- All articles submitted to the Asfari Institute's must be original; the work scope must not have been published previously on any other media or be currently under consideration or review elsewhere. If there is any denoting overlap with another paper, this must be cited in the article and mentioned upon submission. All articles are checked for plagiarism upon submission; if any clear plagiarism is identified, the article will be rejected.

- Submitted articles with content that infringes on copyright measures may be rejected if the problematic sections cannot be removed. Content must not infringe intellectual property rights including but not limited to the copyright, patent, trademark, or trade secret rights of third parties.

- Authors who wish to reproduce a figure, table or a photo from any previous copyrighted publication or intellectual property are themselves responsible for obtaining the permission of copyright holders and for clearly referencing the original source, and attaching it to the submitted publication.

- Figures and photos that were previously published under a creative commons license may be reused under the condition of the specific license that applies to those figures and photos.

Ethical Fair Policies

The Asfari Institute will not agree to publish any information that it deems private information that could potentially and harmfully identify an individual or an institution without ensuring a written informed consent from all participants and institutions. All authors must declare any conflicting or competing interests relating to a given article. Competing interests are defined as those that, through their potential writings, influence, behavior or content could undermine the objectivity, integrity or perceived value of the institute's publication. The institute will not hesitate to exercise its right to veto any publication it deems not in the best interest of the institute and its future objectives.

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- AUB values diversity and respect for others; as such, content that is perceived as offensive by its intended audience or that promotes hatred, intolerance, discrimination, violence or that targets or disparages any ethnic, racial, religious, or gender group or that advocates illegal activities is prohibited. Content that violates AUB's <u>Non-Discrimination and Anti-Discriminatory Harassment Policy</u> is also prohibited. Defamatory, obscene, threatening, harassing, pornographic, or libelous content is prohibited. Content that is perceived as unauthorized solicitations; or that violates any applicable local, state, or federal law, or university policies and procedures or that is not in line with AUB's mission is prohibited.

Content

- The disclosure of any regulated, restricted, or otherwise non- public information on an AUB digital platform is prohibited. Content must not violate any confidentiality provision pertaining to working at AUB and shall not violate privileged information, confidentiality obligations and professional codes of ethics.

- Content must not violate the privacy rights of any individual and should be compliant with applicable data privacy regulations including the California Consumer Privacy Act (CCPA) and the European Union General Data Protection Regulation (GDPR).

- Content must not contain or install any viruses, worms, malware, Trojan horses, spam, junk mail, or other harmful or destructive content.

- Content must not be spam, machine- or randomly-generated, and should not contain unethical or unwanted commercial content designed to drive traffic to third party sites or boost the search engine rankings of third-party sites, or to further unlawful acts (such as phishing) or mislead recipients as to the source of the material (such as spoofing).

- Content must not promote personal financial activity, commercial activity, for-profit organizations, political or religious groups or personal interests of individuals or entities other than AUB.

- when and if an AUB digital platform links to an external organization, the university is not responsible for the content of that page. Linking to external content does not represent an endorsement of that content by the university and as such a disclaimer should be addressing this point should be included.

- Content must not promote any individual, entity, or country that is sanctioned by either the United States of America or Lebanon; as such, any individual or entity referred to in the content should be cleared (by the content provider) on the Specially Designated National list (SDN list) of the US Department of Treasury.

- Content must be up-to-date and accurate, describing true events and true information, at least to the best of the knowledge of the content provider.

- Any content published that expresses the personal views of the author(s)—whether on a platform maintained by AUB or on a platform in which they identify as members of the

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AUB community—must contain a disclaimer stating that the content generated on such platforms does not reflect the opinions or views of the university, its trustees, officers, or employees. In addition, AUB will not be liable for the accuracy, content, completeness, legality or reliability of such content.

- The university reserves the right to delete, at its own discretion, content that is not in line with these requirements.

Compensation

- Academic and activists publishing is all about ideas, points of view, influencing policy and general interest for the public good. The Asfari Institute's does not offer any monetary compensation for any published work on its various media outlets.

Format and Style Guidelines

- **Formatting Guide   - Chicago Manual of Style**

  o   Margins should be 1"
  o   Typeface should be Calibri.
  o   Font size should be 12 pt.
  o   Documents should be submitted and edited in Word.
  o   Text is always double-spaced.
  o   First, notation in the text, which indicates that the information immediately preceding was from another source; and second, the full citation, which is placed at another location.

- **IJMES Foreign Word Spelling Guide (modified to exclude diacritics)**

  o   Notes on Translation

      - Translations must be provided for all foreign-language terms and phrases (including book and article titles) that appear in the main body of the article, unless their meanings are widely known in English or they are cognate words whose meaning can be discerned with reasonable ease by English readers. Note: IJMES considers French a foreign language.

      - Translations of foreign-language book, journal, and article titles in endnotes may be provided at the author's discretion but are not required by IJMES. If translations are included, they should appear in parentheses following the title in the original language, with no italics and outside any quotation marks. Do not use a translation as the title please.

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- Translations should be composed artfully in clear, polished, idiomatic English and or Arabic where applicable. Unless the original text was written awkwardly according to the style conventions of the language in which it was written, it is not a skillful translation to put it in awkward English style, even if it is more "direct." If you are deliberately attempting to translate linguistic infelicities present in the original text, use "[sic]" or an explanatory note in the text or an endnote to make that clear.

o General Transliteration Guidelines

- All technical terms from languages written in non-Latin alphabets must be italicized and fully transliterated with diacritical marks.

- Words found in Merriam–Webster's should be spelled as they appear there and not treated as technical terms.

- Diacritics should not be added to personal names, place names, names of political parties and organizations, or titles of books and articles. These words should be spelled in accordance with the IJMES transliteration system but without diacritics.

- Arabic names of prominent political or cultural figures are spelled according to the IJMES transliteration system, but without diacritics.

- Place names with accepted English spellings should be spelled in accordance with English norms.

- Follow English capitalization rules for transliterated titles. Capitalize all major terms, but not articles, prefixes, coordinating conjunctions, or prepositions (even when joined to pronouns). Use italics to indicate a book, newspaper, or periodical. Do not include diacritical marks but do preserve " *ʿayn* and hamza."

- Avoid Anglicized plurals on fully transliterated words if possible. Exceptions may be made if there is a good reason for it, such as when comparing numbered quantities or currencies. Anglicized plurals may be used on words that are found in Merriam-Webster's and thus not fully transliterated, e.g., "muftis."

- When in doubt, follow the spelling of the term in the script of the original language, not its oral pronunciation.

- For colloquial transliterations, refer to an English-colloquial dictionary for that language. Use a consistent colloquial transliteration system, preferably one that is as close as possible to the IJMES system.

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- If an English term exists for a word, please use it.

Asfari Institute Options

- The Asfari Institute may retain a copy editor that will edit publications in accordance with the agreed style guide and word list.

- External Review might be pursued at the sole discretion of the institute.

- The process of external review will be blind or double blind if pursued.

- At the institute discretion, Incentive might be provided to the external reviewer:

    o There are various mechanisms the Institute could enact to encourage the provision of external reviews, ranging from modest monetary compensation to some form of conditional affiliation subject to the director's approval.

    o Research papers will be subject to both external and peer review when necessary.

    o Using both policies will increase the utilization of said papers in classrooms and citations as well as encourage other to seek out publishing opportunities.

    o Our publishing team will be responsible for the specific roles of style/copy editor and layout designer who might oversee the process.

    o We will designate an Asfari staff, separate from the copy editor and layout designer, as the Admin Editor in order to usher the publications process from inception to release.

Asfari Institute Final 8 Steps for Publication

- <u>Step One</u>: Require author or curator to consult style guide and word list, insisting that produced content be formatted accordingly.

- <u>Step Two (if research/working paper)</u>: At the institute sole discretion, we might send content to external reviewers for feedback, requesting judgment of accept, accept with revisions, reject. Once received, AI will make decision based on external review and the directors' notes. Then share decision (and collated feedback) with author providing a specific timeline for any requested revisions. Once revisions are received, original external reviews and the director should be consulted to determine if the content should be sent back to them for review or if a decision can be made upon the director responsibility. The importance of this entire step in ensuring that the publication meets academic/research standards and makes an actual contribution cannot be overstated.

- <u>Step Three:</u> all submitted publications should include all the permissions of copyright holders, clearly reference the original source, and attach it to the submitted publication. The institute in turn will verify the permissions with the original owners.

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- **Step Four**: Once a publication has passed the review stage, submit it to internal copy editor for stylistic consistency but also for identifying/amending typographical and grammatical errors. The copy editor should also take the liberty of improving the quality of writing by making or recommending edits concerning issues such as run-on sentences, passive voice, lack of clarity, and so forth. The copy editor role can either make all these edits directly or highlight them and request the author makes the edits if deemed. Necessary by the institute's director.

- **Step Five**: Send copy edited publication back to author for any requested edits and for approval of edits with a time limit request to meet publication deadline.

- **Step Six**: Once reviewed and copy edited, content should be sent to the institute's layout designer. Content will be primed for both hard and soft copies. In case of direct posting on website, layout should be following established guidelines for that particular type of content so as to remain consistent. In case of a researching/working paper, text should be laid out in the institute's pre-approved design and layout format.

- **Step Seven**: Share laid out content with publication printing facilities to ensure and provide specific deadline for final product.

- **Step Eight**: Make publication live and promote via established AI outreach strategy and the exclusive usage of both the Asfari Institute's and AUB's logos and trademarks.