Guidelines for Document Submissions

This policy governs all texts, requested and unrequested, for the following organizations and websites:

- Arab West Foundation (AWF)
- Arab West Report (AWR)
- Center for Arab West Understanding (CAWU)
- Center for Intercultural Dialogue & Translation (CIDT)
- Electronic Network for Arab West Understanding (ENAWU)
- Holy Family in Egypt
- Egypt for Peace

The Arab-West Foundation has built a reputation as a reliable source of news and information over the years by holding ALL of its contributors to a high academic standard for each and every submission for online publication. When an author offers their work for publication by AWF or one of its affiliates, they should expect a detailed review of their work and if standards of quality are not met, that the necessary changes will be made to the document before it can be placed online.

Documents published with AWF come under heavy scrutiny, where each piece of information is investigated by our readers. If care is given by our contributors to ensure that the standards explained below are met, the document will speak for itself. Rules and guidelines will be enforced by AWF editors regardless of the contributor, subject, or circumstances.

Citations

Above all, documents submitted MUST have proper citations that meet the standard of university academic guidelines. A **citation** is a brief, but detailed description of where a piece of information that **does not** belong to the author originated. If this description is not provided for ANY information that is not the property of the author, it is considered PLAGIARISM and will render the document **unusable** by AWF and its affiliates. Any amount of text, no matter how large or small, that is taken from a website (the internet), book, newspaper, magazine, interview, speech, film, etc. MUST be accompanied by specific information about the source. If this is someone else's

opinion as a direct quote, say so. If this is a piece of text copied from another document, say so. This information can be provided in different forms depending on the type of document the author is submitting.

Except in a few specific cases, documents that are submitted will be published online as **articles**. This format is the most basic kind where the main body of a text is copied into the website editor on the AWR site. The site will not recognize complex functions that programs such as Microsoft Word allows for and thus document formatting must be kept as simple as possible. To create citations in a simple format two types of citations can be used.

1. **Parenthetical documentation**

   For example: "The Ministry of Social Solidarity requires approval before an NGO can be registered" (www.nameofwebsite.com).

   –OR–

   "The Ministry of Social Solidarity requires approval before an NGO can be registered" (author's last name, page number).

2. **End note**

   For example: "The Ministry of Social Solidarity requires approval before an NGO can be registered."[1]

   On the last page a full citation will be placed in this format:
   1 Author name (First then Last name). "Article title," Article Source (Magazine or Journal or Website name). Day number Month Year (12 Jun 2011). URL: www.nameofwebsite.com.

   The citations will be placed in a numbered list that corresponds to the numbered order of the citations in the document.

When a document will be submitted as a **report,** which is generally determined well before a document goes to publication, then a document will be converted exactly as it is in your document editor to portable document format, or a PDF, which recognizes footnotes, endnotes, page numbers, etc.

Media

1. Interviews

   Interviews containing a substantial amount of information should include the interviewee's (the person interviewed) name and contact information (telephone number, address, e-mail) in order to follow up with sources in case any further information is needed or if clarification is required.

2. Photos

   Any photo placed in a document should be attributed to the photographer or source. This can be done by placing the photographer's name or the source name just below the image.

3. Video

   Any video link placed in a text should be accompanied by the source information (website/source name, date, brief description).

Plagiarism

The term **plagiarism** refers to the usage of another author's **opinion or text** whereby the copying author receives credit for information that is not their own. Each contributor is subject to the same standards regardless of their prior relationship with AWF. Upholding these standards is about maintaining accountability to our readers. The AWF audience has come to trust and respect our work because information is not published on our websites if it is improperly attributed to its original source.

Editor's Responsibility

The editors at AWF are employed to ensure that documents submitted for publication meet the standards of quality that AWF expects before they are placed online. This process should begin only **after** the author has made their BEST effort on their own to meet these standards in their writing. It is NOT the editor's responsibility to find sources for information provided or to place citations in the text.

It is important to note that differences in opinions are always accepted, but where a particular opinion is not attributed to a source, then the editor reserves the right to modify, or edit this text. The author will receive that edited text, but it is ultimately only the decision of the editor who decides if a text meets our AWR criteria or not. Texts will **never** be published online without the author's approval of the final edit.

Research Methodology

The term **methodology** refers to an explanation of how an author has performed research for their document. Providing these details answers the readers' question: "How did he/she find that information?" An author's chosen methodology may not cover EVERY possible source available, which is just fine—it is only important that however the search was performed, the author explains their choices. This enables the reader to understand the scope of the research and consider this when reading the author's conclusions. Knowing the methodology will also allow future scholars the possibility to expand on the same subject, employing a modified or expanded research method.

AWR asks that authors please explain the methodology to the editor prior to writing the document in order to make the editing process go more smoothly.

Organization of Material

For clarity and readability, material included in documents should be organized logically, presenting information in a way flows throughout the text. This information can be organized in two ways:

1. Chronologically

Material can be placed in a text chronologically, or according to the date on which it occurred. This method of organization lends itself to a subject that has developed over time.

2. By subject

A text may also be organized according to the subject. In doing this, the author will introduce the subject and then develop an argument on or analysis of the topic and end with their conclusions on the subject.

AWR asks that the author please explain the organization method to the editor prior to writing the document in order to make the editing process go more smoothly.

Language

Documents may be produced in English, Arabic, French, German, Dutch, or Korean. However, submissions that are not in English should also include either a summary or full translation in **English**. AWF will not be responsible for translation of documents submitted for inclusion or placement on any of our websites.

Document Construction

Documents submitted for consideration should have a maximum file size of 1MB. The preferred file formats for submissions are Microsoft Word, Open Office (ODT files) and PDF (if no editing is needed). Documents should also include the standard heading used for all AWF documents:

Name of publication, month, day, year
Title:
Author:

The following applies to **English** texts only:

Transliteration (Arabic names written in English characters)

Arabic names must be spelled according to the standards set by Arab West Report website for reasons of standardization and search. If names are not all spelled the same, searching is made extremely difficult, which we do not want. Names will be changed to match the AWF transliteration guidelines **regardless** of the author's original spelling of the name. If a text is to be placed on any of the AWF-affiliated websites, the names MUST match the database on the website or the document **cannot** be published.

Transliteration will be completed in-house by an AWR editor when the text is sent in for editing. Authors are asked to spell names in English characters to the best of their ability so that the proper transliterated name can be used.

The following applies to **Arabic** texts only:

Grammar

Example	Correct	Wrong
The definite article "the"	-The mosque المسجد -The church الكنيسة -The internet الانترنت -Intellectual property ملكية فكرية	-Mosque مسجد -Church كنيسة -Internet انترنت -The intellectual property ملكية فكرية
Proper nouns	-Pope Shenouda III البابا شنودة الثالث -Sheikh Ahmed el-Tayeb الشيخ أحمد الطيب	-Shenouda III شنودة الثالث -Ahmed el-Tayeb أحمد الطيب
Adjectives and locations	-Islamist currents تيارات الإسلام السياسي	-Islamic currents التيارات الإسلامية
Singular and plural	-search engine محرك بحث	-search engines محركات بحث

Writing norms

- **Introducing public figures:** You should fully introduce a public figure the first time you mention his/her name and then redo so briefly if/when you mention the name again.

- **The use of "Hamzah"** (an Arabic symbol representing a glottal stop): Hamzah should be used carefully as it can change the meaning of the word (s).

  (E.g. أن and إن- خطا and خطأ- مآل and مال-أجازة and إجازة)

- **Avoiding "Tashkeel"** (Arabic diacritical marks):Tashkeel should be avoided as if it is not used accurately it can change the meaning of the word(s).

- **Space:** There should not be a space after و (the Arabic word for and).

- **Punctuation marks:** There should not be a space before the comma –Fasla– (،), the question mark (؟) and the full stop (.).

February 16, 2012