Submission Guidelines

for *Identities: Journal for Politics, Gender and Culture*

This document was prepared on: 06/10/2017.
Last updated on: 28/12/2019.

Please read the guidelines below.

Please note that manuscripts not conforming to these guidelines may be rejected.

➢ **General:**

- *Identities* accepts unsolicited manuscripts. However, please note that the admission rate is rather low (currently 7%).

- We do not provide payment.

- The submission process involves Article Processing Charges. You will be notified about this in the course of submission process.

- Submitting your work to *Identities* means you agree to publish it with us once the manuscript has underwent all necessary steps to see publication, and that you accept the copyright license our journal operates with.

- Please submit manuscript proposals via the online submission system available at http://identitiesjournal.edu.mk//index.php/IJPGC/about/submissions. Submissions will be accepted via the email info@identitiesjournal.edu.mk only in special circumstances.

- We encourage e-mail inquiries prior to submission.
- We only consider unpublished work. Please do not submit ANY previously published material. In special circumstances, substantially revised published writings might be considered.
- Simultaneous submissions are not welcomed.
- There are no stringent limitations upon the length of submissions, but we would consider 4-8000 words as being in the "typical" range.
- *Identities* uses non-binary gender pronouns wherever appropriate. Misgendered persons and dead-naming of trans people will be asked to be corrected.
- *Identities* encourages the use of singular *they* or its inflected or derivative forms, them, their, theirs, and themselves (or themself), as an epicene (gender-neutral) singular pronoun.
- Articles must be written in clear, grammatical English. *Identities* provides assistance with language editing/copy-editing and proof-reading upon successful review process. Submissions in poor English will be rejected.

- ➤ **Types of Writings Accepted:**
- Short essays (appr. 1500 to 4000 words).
- Scholarly articles (appr. 4000 to 8000 words, with exceptions).
- Book reviews (appr. 1500 to 2000 words) / Review essays (appr. 3000 to 4000 words).

All proposed manuscripts should fall within the broadly understood scope of the journal outlined on our website (see the About section). We especially invite contributions that engage and debate previously published articles in the journal.

- ➤ **Submission Format:**

Follow closely the instructions listed below to make sure the editors/reviewers will read a clean, finalized version of your manuscript before the peer-review process commences.

- To maintain anonymity in the review process, put names, affiliations, abstract (300-500 words), biographical note (max. 200 words), mailing addresses, phone, and email on a separate title page.
- Citations to an author's own works should be made in a way that does not compromise anonymity.
- All files must be sent as Microsoft Word/Open Office document (.doc, .docx, .odt).
- Please name your file: surname_abstract, and provide it in above stated format (e.g., ivanova_abstract.doc).
- Please set up your submission in A4 letter-sized format (210mm x 297mm, or 8.26" x 11.69"), with 1" margins, double-spaced, left-indented, using a standard typeface (such as Arial, Helvetica, or Times New Roman) and 12-point font size.
- Please paginate your manuscript (bottom of page, centered).
- Do not use templates ("Styles" > "normal").
- Images: Please indicate image number and caption in the text (see our Style Guidelines).
- Citation method: see Style Guidelines.
- Bibliographical references: in the footnotes on the page on which the quote appears (the first time full-length, then abbreviated).
- Please use minimal document and font styling in your submission. Avoid from bolding.
- You should have obtained permission for any included copyrighted material (images, maps, etc.) and/or lengthy quotations previously published elsewhere.

- **Submission Process, Timing and Response:**
- Responses will be provided via the online submission system and/or e-mail correspondence.
- Allow between two and four working weeks for initial editorial reply.
- We are normally publishing one double issue by the end of each year (this is not an exclusive rule), thus plan ahead your submission with that in mind.
- Allow at least six months for editorial engagement and peer-review.
- Upon acceptance of your manuscripts and having checked that our guidelines are followed, the editors will then send your manuscript to be double-blind refereed. On the basis of the advice provided by the referees, the editors will decide whether the piece is

appropriate for *Identities*. If this is the case, we will then work with the contributor to see the article through to final publication.

▪ If your work is accepted and published in *Identities*, you will receive two free copies of the journal in which your work appears and in case the issue in question has a print version. The copies will be sent to you upon publication and to the mailing address you have provided earlier. If the address has been changed in the meantime, you should send your new address.

➢ **Peer-Review Process:**

▪ In general, the timeline of your publication will take between 6 to 18 months, depending on when you submit your manuscript (see above).

▪ To ensure the integrity of the blind peer-review for submission to *Identities*, every effort should be made to prevent the identities of the authors and reviewers from being known to each other.

▪ This involves the authors, editors, and reviewers (who upload/exchange documents as part of their review via the online submission and review systems) checking to see if the following steps have been taken with regard to the text and the file properties:

- The authors of the document have deleted their names from the text, with "Author" and year used in the references and footnotes, instead of the authors' name, article title, etc.

- With Microsoft Office documents (and analogously with Open Office), author identification should also be removed from the properties for the file (e.g., see under File in Word), by clicking on the following, beginning with File on the main menu of the Microsoft application: File > Save As > Tools (or Options with a Mac) > Security > Remove personal information from file properties on save > Save.

- With PDFs, the authors' names should also be removed from Document Properties found under File on Adobe Acrobat's main menu.

▪ Upon completion of the review process, proofs will be sent by PDF to the corresponding author and should be returned promptly (no more than two weeks upon receipt of proofs).

Authors are reminded to check their proofs carefully to confirm that all author information, including names, affiliations, sequence and contact details are correct.

- Commissioned writings are a subject of different editorial process.

➢ **Plagiarism, Self-Plagiarism, and Publication Ethics:**

- Identities subscribes to OA Publication Ethics standards and guidelines as laid out by COPE (see: https://publicationethics.org). We will use COPE's standards should any complications arise during the process of work or after publication.
- In particular, with respect to (self-)plagiarism, we will follow COPE's procedures and guidelines (see: https://publicationethics.org/resources/guidelines-new/text-recycling-guidelines-editors-0 and https://publicationethics.org/resources/flowcharts-new/what-do-if-you-suspect-plagiarism).

➢ **Copyright:**

- The copyrights allow the audience to download, reprint, quote in length and/or copy articles published by *Identities*, so long as the authors and source are cited. Publishing your work with us means you accept the license under which we operate. No special permission is required from the authors or the publishers. Identities is published under the following license: CC BY-NC-ND 4.0 Attribution-NonCommercial-NoDerivatives 4.0 International.