Genocide Studies International
Submission Guidelines for Authors

Contents

Contact

Email: gsi@genocidestudies.org

Scope

In keeping with the objectives of the International Institute for Genocide and Human Rights Studies, this journal is dedicated to raising knowledge and awareness among scholars, policy makers, and civil society actors by providing a forum for the critical analysis of genocide, human rights, crimes against humanity, and related mass atrocities. Genocide and other forms of mass violence are constantly evolving, and we encourage scholarly submissions that address their continually changing nature. This includes interdisciplinary and comparative work on the history, causes, impact, and aftermath of genocide and related crimes, as well as those which contextualize genocide

in relation to conflict, exploitation, colonialism, racism, bigotry, sexism, oppression, and globalization. We also welcome submissions that explore the challenges and prospects for the long-term prevention of genocide, as well as those that focus on global and regional threats to human security, especially as they relate to genocide. Consequently, this peer-reviewed journal publishes articles from various disciplines including, but not limited to, history, political science, sociology, psychology, international law, criminal justice, critical race studies, religion, philosophy, literature, anthropology, forensic sciences, art history, and women's, gender, and sexuality studies.

Peer-Review Process

Genocide Studies International (*GSI*) uses a bilingual, online peer review system where authors and peer reviewers can submit articles and evaluations online. From initial submissions to finished proofs, the peer review platform streamlines the publication process to make it easy and effective for authors, reviewers, and editors alike. When your article is ready for submission, you will submit it through the platform. As a committee, the editors will refer articles of sufficient scholarly quality for peer review. The committee reserves the right not to refer submissions if in its opinion the article does not meet the basic standards of the journal. This is out of respect for the timeof reviewers. If manuscripts are judged to be of sufficient scholarly quality, they will go through a double-blind review by three experts in the field whose expertise is germane to the focus of the manuscript. Submissions will go through a process of double-blind peer-review. Authors will be required to suggest specialists to review the submission as a part of the submission process.

Blinding

GSI uses a double-blind peer review process. We recognize that effective author-blinding can be difficult. Your submission should avoid wording that might be used to identify you, your institution, or your participants. However, do not remove your name from references to your own research in your manuscript, and do not replace such references with "Author (xxx)." Doing so may actually serve to identify you though the conspicuous absence of particular references. Instead, cite your work as you would any other research, ensuring that you do not disclose your identity by referring to "I" or "we."

When blinding the context of your research, use pseudonyms for the names of institutions or participants, and do not identify the city or town in which the research took place if it could serve to identify the participants and/or the institution. For example, "a bilingual university in Ottawa" is inadequate blinding because there is only one such university. Try to avoid including any other characteristics that might lead to the identification of the individuals or institutions involved.

Please also remove any information that would identify you from your Word file by doing the following:

- Go to File > Check for Issues > Inspect Document and save if prompted
- Make sure that "Document Properties and Personal Information" is checked, and click "Inspect"
- Click the "Remove All" button that appears to the right of Document Properties and Personal Information
- Click "Close"

- Manuscripts that have not been blinded will be returned to the authors for blinding before they are sent out to the reviewers; this will delay the review process. If the article is accepted for publication, authors are asked to restore all personal or identifying information in their article.

Manuscript Submission Process

All submissions, reviews, and editorial work is done through our online peer review management system. Submissions will only be accepted electronically as a Microsoft Word document. Please do not submit PDFs or locked documents.

If you are a new contributor to the journal or have contributed to the journal by submitting your article directly to the editor in the past, please visit https://mc04.manuscriptcentral.com/utp_gsi and select "Create an Account" to create a new account. You will be asked to fill in a brief contributor form. Be sure to click the "Finish" button to save your data. You will then be able to log in, using the username and password you created, and view the Author Dashboard, which is the starting point for all functions available to you as a contributor.

If you have previously used the peer review management system to contribute to the journal, please visit https://mc04.manuscriptcentral.com/utp_gsi and follow the prompts to log in. If you do not know your password, please select Reset Password to have the information sent to you.

After you submit your article, it will be evaluated. Based on this evaluation, you will receive one of the following responses: accept, accept with revisions, revise and resubmit, and reject.

Upon initial submission, all supporting files including figures and illustrations, tables, and images must be submitted in addition to the main file. Figures and illustrations should be submitted as separate image files (more below), not embedded in the main file. If you wish you can include a note in the file indicating where the supporting documents should appear (i.e., insert Figure 1 here). Should the article be accepted for publication, you will be required to resubmit supporting images in high resolution (if they were not provided in high resolution at initial submission).

Manuscript Requirements and Style Guide

Manuscripts should be prepared in MS Word. Text should be double-spaced in 12-point font with 1" margins. Headings and subheadings should be set off in bold or italic type; otherwise, please keep formatting to a minimum. Names of the authors should not appear in any form on the manuscript, including headers and the Author field in MS Word's Document Properties. An abstract of no more than 250 words should accompany the manuscript along with 3–7 key words/terms.

Manuscripts should not exceed 35 pages (with each page averaging no more than 250 words)

General Style

- Spelling follows *Merriam-Webster's Collegiate Dictionary*, 11th ed. Style and usage should follow the

- *Chicago Manual of Style*, 17th edition.

- The use of initial capitalization should be minimized. Acronyms and initialisms should be spelled outupon first use. Numbers from 1 to 99 should be spelled out and figures should be used for numbers 100 and above.

- Tables must be created using the Tables function in Word, *not* using tabs/spaces and drawn rules.

- Double quotation marks are used except for quotations within quotations, when single quotation marks are used

Additional Elements for Submission

Prior to submission, please ensure that you have reviewed Appendix 1: Author Submission Checklist and have verified that all necessary elements are present.

Copyright Agreement

Upon manuscript acceptance, all authors will be expected to sign a copyright agreement through the online peer review system. Manuscripts accepted for publication or published in *GSI* become the property of the Zoryan Institute and may not be published elsewhere, in whole or in part, without written permission. The Zoryan Institute will accede to any request by authors to use part or all of their manuscript in a larger work published under the author's exclusive authorship or editorship without charge, provided that acknowledgment of its first appearance is made.

Contact Information

A separate cover sheet must include the author's name, affiliation, title of submission, contact information (address, telephone, fax, e-mail), and short biographies (max 75 words each) for each author.

Figures

For figures that authors do not hold copyright for, written permission from the copyright holder must be submitted at the time of manuscript acceptance.

Figures are printed in black and white and appear in colour in the online version. Please keep this in mind when preparing graphs and charts that may require colour coding.

Provide a separate EPS (the preferred format), PostScript, JPEG, or TIFF file, (resolution at 300 dots per inch) in colour (CMYK preferred) for each figure. Please ensure that they are named Figure 1, Figure 2, etc.

Permissions

Permission documentation needs to be submitted for tables, figures, and epigraphs that the author does not hold the copyright for at the time of acceptance. The *GSI* permissions form can be downloaded from the online peer review site. When asking for permission from copyright holders, **note that UTP requires permission to publish the work worldwide, in perpetuity, and in print, online, and any other form and in any media now known or hereafter devised.** For more information on the journal's permissions policies

visit https://www.utpjournals.press/resources/for-authors.

Captions

Please include all captions for tables and figures in the manuscript. Captions should be included in the text where you would like the figure or photograph placed. For example:

[Insert Figure 1]

Figure 1: This is the caption for Figure 1.

Metadata

Please add an abstract and keywords for your article within the manuscript file. Abstracts should generally be between 250 and 300 words, and 5 to 7 key words or phrases are usually sufficient.

Documentation

GSI follows the documentation guidelines of the *Chicago Manual of Style*, 17th edition, chapter 14 ("Notes and Bibliography"), where more detailed guidance on documenting sources can be found.

Endnotes should contain both documentation of sources and clarification and extension of points madein the text. Endnotes must be created using the References function in Word, not inserted manually.

The following are examples of endnote documentation (*see CMS 17*, *ss.14.23*):

Books:

1. Leo Kuper, *Genocide: Its Political Use in the Twentieth Century* (New Haven: Yale University Press, 1982).

2. Leo Kuper, *The Prevention of Genocide* (New Haven: Yale University Press, 1985), 154–75.

Book chapters:

3. Jon Bridgman and Leslie J. Worley, "Genocide of the Hereros," in *Century of Genocide: Eyewitness Accounts and Critical Views*, ed. Samuel Totten, William S. Parsons, and Israel W. Charny (New York: Garland Publishing, 1997), 3–40, 6.

Journal articles and other periodicals:

4. Leo Kuper, "Theological Warrants for Genocide: Judaism, Islam and Christianity," *Terrorism and Political Violence* 2, no. 1 (1990): 351–79.

5. Israel W. Charny and Daphna Fromer, "A Study of the Readiness of Jewish/Israeli Students in the Health Professions to Authorize and Execute Involuntary Mass Euthanasia of 'Severely Handicapped' Patients," *IDEA, a Journal of Social Issues* 9, no. 1 (2004), http://www.ideajournal.com/articles.php?id=35 (accessed 28 September 2011).

Note on electronic publications: To compensate for the ephemeral nature of many electronic sources,it is always best to err on the side of providing more information rather than less. At a minimum, citations to electronic sources must include the specific URL for the document cited, the date you accessed it, the title of the document (or, if it has no title, a description of its content), and the author of the document (or, if no author is named, the owner of the site). As much other

information should be supplied as is available, including date the document was posted (or last updated); the name of theWeb site, forum, or database; and the type of document.

Helpful resources

CMS examples of Chicago-style documentation:
http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/tools.html

CMS Q&A:

http://www.press.uchicago.edu/Misc/Chicago/cmosfaq/cmosfaq.html

Appendix 1: Author Submission Checklist

Format

	Is the manuscript in an editable format (.doc or .docx)?
	Has the manuscript been properly blinded?
	Have images been supplied as separate image files (e.g., .tiff, .jpg, .eps) and not placed within the manuscript file? Have they been properly numbered (e.g., Figure 1)?
	Is the manuscript double-spaced in 12-point font with 1" margins?
	Is the manuscript under 8,750 words, including notes?
	Are all headings clearly marked, and are all headings of the same level in the same format?

Metadata and Abstracts

	Does the manuscript have a title?
	Are all authors listed in the **cover sheet** with their respective affiliations, contact information, and biographies?
	Has an abstract been provided?
	Is the abstract the proper length (under 250 words)?
	Have you provided 3 to 7 keywords?

Figures and Tables

	Have all figures and tables been referenced in the main text of the article?
	Are all figures and tables numbered in the order in which they are referenced in the text?
	Have you indicated approximately where you'd like your figures placed within your article?
	Are all tables referenced in the text included in the manuscript file?
	Have captions been provided for all figures and titles been provided for all tables?
	Have credits been provided for all figures and tables that you did not create?
	Are all images high resolution (at least 300 dpi with a width of at least 4 inches)?
	Will figures containing text be legible when printed at 4 inches wide and in greyscale?

Permissions[1]

---

[1] Finalized permissions documentation must be provided following acceptance (if such documents have not been obtained prior to that point). Note that it may take several weeks, and sometimes months, to be granted permissions to use a particular item, so it is strongly recommended that you contact copyright holders prior to submission to start the conversation. If the item you are seeking permission for requires you to pay a fee for use, do not complete payment until your article has been accepted for publication.

	Has permissions documentation been supplied for all figures, tables, epigraphs, and other elements for which you do not hold copyright?
	Does the supplied permissions documentation provide perpetual, non-exclusive, world-wide rights for print, web, and any other format that might be devised?

Notes

	Is all citation information in embedded end notes?
	Do your end notes conform to Chicago 17 (Notes and Bibliography)?