

## *Submission Guidelines* *In the Bahrain Journal for Human Rights*

### **First: Submission Guidelines:**

1. To be accepted for publication, research papers are to be relevant to international human rights law and international humanitarian law, with a focus on the Kingdom of Bahrain and the Arabian Gulf. Other research topics considered are those related to the Arab and Islamic world, the most important developments in the international arena, studies related to human rights, summaries of theses, principles and provisions of local and international judiciary specific to human rights.
2. The research paper submitted has to address the current research topics of interest to the Institution. It has to make a new contribution to the theme it deals with and it should not have been published or submitted for publication to a third party. Additionally, the research paper should not be a part of a doctorate or master's thesis prepared by the researcher.
3. Priority for accepting research for publication in the Journal is based on the following criteria:
  - A) Research topics relevant to the Kingdom of Bahrain.
  - B) The date of submission of the research to the editor-in-chief
  - C) Diversity of research topics.
4. Priority for research acceptance will be subject to technical considerations.
5. The researcher has to take into account established scientific and methodological principles adopted in research writing. He/she must rely on primary sources and updated academic references. Work must be documented accurately.
6. The researcher must submit manuscripts in sound and clear language (free of spelling mistakes), and in a systematic manner in accordance with internationally recognized style.

7. Research papers written in both Arabic and English are accepted.
8. Research papers should not be less than 5,000 words and no more than 8000 words (from 25 to 40 typed A4 pages including the appendices, footnotes, and references).
9. An abstract in one page, in the language of the research, should be included.
10. Page format should be organized as follows:
  - A4 size paper should be used.
  - A 3.5 cm margin should be on the right-hand side of the page, while other margins should be 2.5 cm.
  - For Arabic, the font used is (Times New Roman), size 14 (Regular) For English, (Times New Roman) size 12 (Regular).
  - Sub-headings should be in the same font and size (Bold).
  - The distance between lines should be 1.5.
  - The distance between paragraphs (24).
  - The paragraph left and right margins should be justified.
  - Page numbers should appear at the bottom of the page, in the middle.
11. Guidelines for using footnotes:
  - Footnotes should appear in serial order at the bottom of each page.
  - When writing footnotes, the following method and order should be adopted:
    - For books: author's name, title of the book (underlined), place of publication, publisher, edition number, year of publication, page.
    - For periodicals: author's name, title of research / article (in parentheses), Journal Name (underlined), place of publication, date of publication, number, page.
    - For online references: quote documented data available, link (URL) of the specific page quoted from and browsing date.
12. A list of references should be enclosed at the end of the research, which includes all the references cited in the text.

13. The researcher should attach a brief biography of his/her academic record and his/her address in detail.
14. The researcher should, where applicable, the permission of the sponsor that provided financial support for the completion of his/her book.
15. The Journal shall use Arabic and English language editors to review the research text and modify the terms contained within it, in a way that does not prejudice the content of the research
16. The research text shall be sent to two referees with expert knowledge in the subject of the research. Referees' observations, if any, will be sent to the researcher to make the necessary modifications to the research, to be carried out within a maximum period of one month.
17. NIHR shall send the author whose research has been accepted for publication five complimentary copies of the Journal after being printed in its final form, in addition to an honorarium to be agreed upon when the contract is signed.
18. The ideas and opinions expressed in the Journal are those of the authors and do not represent the views of the Journal.

## **Second: Publishing procedures**

1. A brief outline of the research topic should be submitted electronically to: [bjhr@nihr.org.bh](mailto:bjhr@nihr.org.bh) together with a brief biography of the researcher.
2. The researcher will be informed whether his/her research topic has been accepted within two weeks.
3. In the case of approval of the research for possible publication, the researcher should submit the text of the research electronically to [bjhr@nihr.org.bh](mailto:bjhr@nihr.org.bh) within two weeks from the date of receipt of approval. He/she will be notified by e-mail upon receipt of the text of the research.
4. All submitted research is subject to a preliminary review by the Editorial Board, to be completed within a maximum period of six weeks. If approved by the Editorial Board, a publishing agreement is sent to the researcher for his/her signature.

5. Editorial board decisions on research submitted to the Journal are final and the editorial board reserves the right not to explain its decisions. Additionally, the Journal is under no obligation to return research papers received even if these have not been accepted for publication.
6. The research text shall be sent to two referees with expert knowledge in the subject of the research. Referees' observations, if any, will be sent to the researcher to make the necessary modifications to the research, to be carried out within a maximum period of one month.
7. Once published, research studies become the property of the Journal. Accordingly, the researcher is not entitled to have these studies republished - in whole or in part, translated or published in another language - without the written consent of the editorial board.
8. The ideas and opinions contained in the articles published in the Journal reflect those of the authors. Accordingly, the Journal accepts no responsibility or liability whatsoever for opinions and statements expressed in such articles.
9. The Journal reserves the right to print any number of studies accepted for publication at any time. Such studies may also be posted on the website of the Institution ([www.nihr.org.bh](http://www.nihr.org.bh)) in *PDF* format, at any time it deems appropriate.

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