

### JCL-MENA SUBMISSION GUIDELINES

JCL-MENA welcomes original articles in both the English language and the Arabic language. It is an exclusive-submission journal.

The following policies are designed to streamline the process for all concerned.

The JCL-MENA evaluation process is completely anonymous. Therefore, authors must ensure that their manuscripts are prepared in a way that does not give away their identity directly or indirectly. To facilitate this, authors are required to submit two separate files, a Title Page and an Anonymized Manuscript. To help with this preparation, please ensure the following when submitting:

- A. **Title Page:** The Title Page will remain separate from the Anonymized Manuscript throughout the blind peer review process and will not be sent to the reviewers. It shall contain the following:
  - The manuscript title;
  - All authors' names and affiliations;
  - A complete address for each author, including an e-mail address; and
  - A Curriculum Vitae for each author and acknowledgements.
- B. **Anonymized Manuscript:** Please note that all manuscripts must be anonymized. Please remove any identifying information, such as authors' names or affiliations, from your manuscript before submission. For further information on how to anonymize manuscripts, please refer to the JCL-MENA Editorial Guidelines below.
- C. **Footnotes and Citations:** Footnotes must conform to the 21st edition of the *Bluebook: A Uniform System of Citation*. Footnotes should be limited to citations wherever possible; long, discursive footnotes are strongly discouraged. Please refer to the JCL-MENA Editorial Guidelines below for detailed information and examples.

#### **Manuscript Guidelines**

All authors are advised to follow the JCL-MENA Editorial Guidelines below, which provide full and detailed instructions.

#### **Production and Consent to Publish**

Upon acceptance, a PDF of the article proofs will be sent to each author by e-mail to check carefully for factual and typographic errors. Authors are responsible for checking these proofs and are strongly urged to make use of the Comment & Markup toolbar to note their corrections directly on the proofs and communicate them to the editor via the following email address [submit@jcl-mena.org](mailto:submit@jcl-mena.org).

By submitting a manuscript, the author agrees that the copyright for the article is transferred to the publisher if and when the article is accepted for publication. For that purpose, the author needs to sign the Consent to Publish, which will be sent with the first proofs of the manuscript.

## JCL-MENA EDITORIAL GUIDELINES

### Style and Standards

#### 1. Language

Manuscripts can be submitted in United States English or in Arabic, and the text should be grammatically sound. In quoted material, leave spelling unchanged except in the case of obvious error. Manuscripts in English must follow the conventions of the Chicago Manual of Style (17th edition 2017).

#### 2. Fonts

Use only one font throughout the text.

#### 3. Length

The desired manuscript length is 5,000 to 10,000 words.

### Manuscript Structure

#### 1. Abstract

Manuscript submissions should include an abstract of roughly 150 words that clearly defines the article, and 5-10 keywords.

#### 2. Headings and Subheadings

Obvious structures in the manuscript should be clearly outlined with headings and subheadings.

#### 3. Footnotes and Citations

Footnotes must conform to the 21st edition of the *Bluebook: A Uniform System of Citation*. Footnotes should be limited to citations wherever possible; long, discursive footnotes are strongly discouraged.

Citation Examples:

##### 1. Books:

STEPHEN HOLMES & CASS SUNSTEIN, THE COST OF RIGHTS: WHY LIBERTY DEPENDS ON TAXES 53 (1999). (**NB**: 53 denotes the page in which the citation appears.)

##### 2. Journal Articles:

Charles A. Reich, The New Property, 73 YALE L.J. 733, 737–738 (1964). (**NB**: Here, 733 denotes the page on which the article begins and 737–738 represents the range of pages to which the citation refers.)

##### 3. Cases:

Meritor Sav. Bank v. Vinson, 477 U.S. 57, 60 (1986). *Minerva Mills v. Union of India*, AIR 1980 SC 1789.

When citing a non-English source, if there is an English translation available, please cite the translation. If no translation is available, please cite the original title (or a phonetic version, if the language does not use the Roman alphabet) and provide a translation in square brackets: Marie-Thérèse Meulders-Klein, *L'Enseignement du droit comparé en Belgique* [Teaching Comparative Law in Belgium], 40 REV. INT'L DE DROIT COMPARÉ [R.I.D.C.] 715, 720–721 (1988).



## **Names and Terms**

### **1. Titles and Offices**

Generally, capitalize a title that immediately precedes a personal name and is thus used as part of the name (usually replacing the title holder's first name). Normally, a title is lowercased when following a name or used in place of a name: President Lincoln; the president.

### **2. Place Names**

Certain terms considered political are lowercased (the iron curtain, the third world). Political divisions indicating locations or directions are capitalized (the West, Central Europe, the Middle East) but certain terms considered political rather than geographical entities are lowercased (the iron curtain; the third world).

### **3. Names of Organizations, Movements, etc.**

The full names of legislative, administrative, and judicial bodies, political and economic organizations and movements, institutions, companies, associations, and conferences are normally capitalized. Adjectives derived from them are usually lowercased, as are the generic names for such bodies when used alone (the UN General Assembly, the assembly; the Department of State, the department; the Green Party, the party; the Left, left-wing).

### **4. Foreign Languages**

Chapter 10 of the Chicago Manual of Style (17th edition 2017) addresses the treatment of foreign languages. In particular, refer to §10.94 for the treatment of Arabic.

### **5. Numbers**

In general, spell out numbers one to one hundred, round numbers (hundreds, thousands, and millions), and any number beginning a sentence.

### **6. Figures**

All illustrations, maps, photos, and line drawings should be numbered clearly and should be referred to within the text.

For any queries about submissions please contact the editor at: [submit@jcl-mena.org](mailto:submit@jcl-mena.org).