

## General Guidelines for Submissions of Expert Briefs

### Expert Brief Guidelines

- Expert Briefs are short pieces providing information and condensed analysis on a particular topic.
- The pieces should be between 2500-3000 words.
- An abstract of 160-170 words must be provided with the piece.
- Given the length dividing the piece in chapters and section, though acceptable, is not mandatory.

### Format and Style

- All papers must be submitted in editable Word format.
- All pieces must have a main title.
- Please keep a consistent voice in the first or third person, keeping in mind that the third person is preferred.
- Acronyms should be spelled out in full the first time they are used followed by the acronym in parenthesis.
- Italicize non-English words, terms and terminologies, providing the English translations and necessary explanations in parenthesis.
- Use necessary chapter headings, avoiding using two subheads at the same time. Please check the sections below for more details.
- Make sure to leave space between paragraphs.

- Editable format for figures must be submitted in separate file.
- It is suggested that non-native English writers get their pieces checked by a person of native English fluency to avoid mistakes and facilitate the editorial process.

### Citation

- References must be prepared as **Endnotes**. Superscript numbers should be used inside the text to mark the references, and they should be placed at the end of sentences **after the punctuation mark**.
- Make sure to abide by **the Chicago Citation style**. Providing the links for the web references will not be enough, they will need to be properly cited following Chicago endnotes guidelines.
- Footnotes should be used for further notes and explanations. Please do not use footnotes for citation.
- In a blog or Op-Ed, hyperlinks are used instead of citations.

### Figures and Pictures

- All visual aids need to be clearly numbered.
- Captions need to be used if explanation is necessary.
- Pictures, graphs, data, etc. taken from other sources need to be cited.
- Editable version of graph and data figures must be submitted along with the text.
- Al Sharq Forum editorial team chooses the cover pictures for the pieces and does not need to discuss the cover with the authors but welcomes suggestions.

## Editorial Process

- Al Sharq Forum adheres to high standards in providing accurate facts and information without bias and propaganda. As such, the editors might request changes, such as rewriting and/or reorganizing.
- After receiving the reviewed pieces, writers should comply with the deadlines in returning the piece to avoid delays in the publishing process. Major delays might even cause the piece to be rendered irrelevant in flow of current events. As such, the writers should be strict in their submissions back to the editors.
- Pieces may go through multiple reviews before publication.
- Al Sharq Forum gives no guarantee that the submissions will be published even if it goes through editorial process. The editorial team can reject papers at any stage of the publication process if the paper is seen short of qualifications for publication.