IJRF

Guidelines for authors

Version 2011-03 (25 May 2011)

This document combines essential elements of the editorial policy and the house style of *IJRF* which can be viewed on www.iirf.eu.

Aims of the journal

The *IJRF* aims to provide a platform for scholarly discourse on religious freedom in general and the persecution of Christians in particular. The term persecution is understood broadly and inclusively by the editors. The *IJRF* is an interdisciplinary, international, peer reviewed journal, serving the dissemination of new research on religious freedom and is envisaged to become a premier publishing location for research articles, documentation, book reviews, academic news and other relevant items on the issue.

Editorial policy

The editors welcome the submission of any contribution to the journal. All manuscripts submitted for publication are assessed by a panel of referees and the decision to publish is dependent on their reports. The *IJRF* subscribes to the *National Code of Best Practice in Editorial Discretion and Peer Review for South African Scholarly Journals* (http://tinyurl.com/NCBP-2008) as well as to the supplementary *Guidelines for Best Practice* of the Forum of Editors of Academic Law Journals in South Africa (http://tinyurl.com/GBP-2008).

Submission addresses

bookreviews@iirf.eu	Book reviews or suggestion of books for review
noteworthy@iirf.eu	Noteworthy items and academic news
editor@iirf.eu	All other contributions: research or review articles, opinion pieces, documentation, event reports, letters, reader's resonse, etc.
IJRF, POBox 535, Edgemead, 7407, Rep South Africa, Fax +27-86 551 6432	

Selection criteria

All research articles are expected to conform to the following requirements, which authors should use as a checklist before submission:

Focus	Does the article have a clear focus on religious freedom/ religious persecution/ suffering because of religious persecution? These terms are understood broadly and inclusively by the editors of *IJRF*, but these terms clearly do not include everything.
Scholarly standard	Is the scholarly standard of a research article acceptable? Does it contribute something substantially new to the debate?
Clarity of argument	Is it well structured, including sub-headings where appropriate?

Language usage	Does it have the international reader, specialists and non-specialists in mind and avoid bias and parochialism?
Substantiation/ Literature consulted	Does the author consult sufficient and most current literature? Are claims thoroughly substantiated throughout and reference to sources and documentation made?

Submission procedure

1. Submissions must be complete (see no.6), conform to the formal criteria (see no. 8-10) and must be accompanied by a cover letter (see no.3-4).

2. The standard **deadlines** for the submission of academic articles are 1 February and 1 August respectively for the next issue and a month later for smaller items such as book reviews, noteworthy items, event reports, etc.

3. A statement whether an item is being submitted elsewhere or has been previously published must accompany the article.

4. Research articles will be sent to up to three independent referees. Authors are encouraged to send the contact details of 4 potential referees with whom they have not recently co-published. The choice of referees is at the discretion of the editors. Upon receiving the reports from the referees, authors will be notified of the decision of the editorial committee, which may include a statement indicating changes or improvements that are required before publication.

5. Should the article be accepted for publication, the author will be expected to submit a finalized electronic version of the article.

6. Include the following:
   - An abstract of no more than 100 words.
   - Between 3 and 10 keywords that express the key concepts used in the article.
   - Brief biographical details of the author in the first footnote, linked to the name of the author, indicating, among others, year of birth, the institutional affiliation, special connection to the topic, choice of UK or American spelling, full contact details including e-mail address.

7. Authors are expected to also engage with prior relevant articles in *IJRF*, the *Religious Freedom Series*, and *IIRF Reports* (www.iirf.eu) to an appropriate degree. So check for relevant articles as the peer reviewers will be aware of these.

8. Articles should be spell-checked before submission, by using the spellchecker on the computer. Authors may choose either 'UK English' or 'American English' but must be consistent. Indicate your choice in the first footnote.

9. Number your headings and give them a hierarchical structure. Delete all double spaces and blank lines. Use as little formatting as possible and definitely no "hard formatting" such as extra spaces, tabs. All entries in the references and all footnotes end with a full stop. No blank spaces before a line break.

10. Research articles should have an ideal length of 4 000 words and a maximum of 6 000 words. Articles longer than that are not normally accepted, but may be published if, in the views of the referees, it makes an exceptionally important contribution to religious freedom.

11. Research articles are honoured with two complimentary printed copies.

12. For research articles by members of the editorial team or their relatives, the full editorial discretion is delegated to a non-partisan editor and they are submitted to the same peer review process as all other articles.

Style requirements

1. *IJRF* prefers the widely accepted 'name-date' method (or Harvard system) for citations in the text. Other reference methods are permissible if they are fully consistent.

2. A publication is cited or referred to in the text by inserting the author's last name, year and page number(s) in parentheses, for example (Mbiti 1986:67-83). More detailed examples can be found on: www.iirf.eu → journal → instructions for contributors.

3. Graphics (e.g. graphs, tables, photographs) will only be included in an article if they are essential to understanding the text. Graphics should not be included in the body of the article. Number graphics consecutively, save each in a separate file and indicate clearly in the text where each should be placed.

4. Footnotes should be reserved for content notes only. Bibliographical information is cited in the text according to the Harvard method (see 2 above). Full citations should appear in the References at the end of the article (see below).

5. References should be listed in alphabetical order of authors under the heading *References* at the end of the text. Do not include a complete bibliography of all works consulted, only a list of references actually used in the text.

6. Always give full first names of authors in the list of references, as this simplifies the retrieval of entries in databases.