Journal of Politics and Democratization

Author Guidelines

Call For Paper

It is mandatory to mail a copyright form along with the manuscript at t.sharashenidze@gipa.ge

Important Points to Remember:

- Submit only original research papers;
- We will consider only that papers whose content plagiarism will be <10%;
- In case of any issue related found in the published research paper, only the author will be held responsible;

Instructions for Authors

Conditions for Manuscript Submission

A manuscript can only be accepted for consideration if:

1. Submitted via the journal's online submission system to one of the forthcoming thematic issues:

international relations, international security, political science, public policy studies, economics, international law, and international studies.

2. Submitted in Word format, using the template file provided in the instructions for authors, and respecting the word limit;

3. It has not been previously published nor under consideration elsewhere;

4. It is prepared in accordance with the instructions for authors.

Type of Manuscripts

The journal accepts the following types of articles for publication (all must be original and can not have been published elsewhere):

- Article: a paper containing original research results that has not been published elsewhere. Articles shall have a maximum length of 6,000 words (the word count limit includes title, abstract, tables, figures, and references list). During a potential revisions stage, after peer-review, authors can extend the article length to a maximum of 8,000 words to better address the reviewers and editors' comments.

- Book Review: a report which offers a critical analysis of a book based on its content and merit. Book reviews shall have a maximum length of 2,000 words (the word count limit includes title, abstract, tables, figures, and references list) and may only be submitted upon invitation.

- Editorial: an opinion piece submitted by an editor providing an insight into a topic of interest to the readership of the issue. Editorials shall have a maximum length of 2,000 words (the word count limit includes title, abstract, tables, figures, and references list).

- Review: a paper which comprehensively sums up the current state of research on a particular topic. Reviews shall have a maximum length of 6,000 words (the word count limit includes title, abstract, tables, figures, and references list). During a potential revisions stage, after peer-review, authors can extend the article length to a maximum of 8,000 words to better address the reviewers and editors' comments.

- Short Note: a short description of important current research findings, which is more focused and concise than an article. Short Notes shall have a maximum length of 2,000 words (the word count limit includes title, abstract, tables, figures, and references list).

Language

All submitted articles must be written in English. Both British and American spellings are accepted, as long as one spelling is used consistently throughout the text. Authors whose native language is not English are strongly advised to ensure the grammatical correctness of their paper prior to submission. Papers with serious deficiencies in English may be returned without review.

Structure of the Manuscript

Manuscripts shall have the following ordered elements: type of article, title, authors, affiliations, abstract (200 to 250 words), keywords (4 to 10, alphabetically ordered), text (introduction… conclusion), acknowledgements, conflicts of interests, and references. Epigraphs, endnotes and footnotes are not allowed.

Length Restrictions

Articles and reviews shall have a maximum length of 6,000 words upon submission (the word count limit includes title, abstract, tables, figures, and references list). During a potential revisions stage, after peer-review, authors can extend the article length to a maximum of 8,000 words to better address the reviewers and editors' comments.

Book reviews, commentaries, editorials and short notes shall have a maximum length of 2,000 words upon submission (the word count limit includes title, abstract, tables, figures, and references list).

Title of the Manuscript in Title Case with a Maximum of 14 Words

Blinded Manuscript

The journal undertakes a double-blind peer-review process (the identity of the authors is concealed from the reviewers, and vice versa). Submitted articles shall always include the authors' names and affiliations on the title page, but in the main text and article's metadata there shall be no elements that disclose the authors' identity. Self-citations should be kept to a minimum, and citation of any of the authors' published work must be done in the third person.

Reference Style

Articles shall be submitted using the APA reference style, 7th edition. APA style requires both in-text citations and a final references list. For every in-text citation, there should be a full citation in the reference list and vice versa. When you need to cite two or more works together, arrange the in-text citations alphabetically in the same order in which they appear in the reference list. In-text citations must list the author's last name, date of publication, and page number(s) when applicable:Evans (2014, p. 52) or (Evans, 2004, p. 52)

Howlett and Mukherjee (2014) or (Howlett & Mukherjee, 2014)

Vrooman, Hoff and Guiaux (2015, pp. 77-78) or (Vrooman, Hoff, & Guiaux, 2015, pp. 77-78)

The final references list shall follow the following style, depending on the type of work:

Article in Scientific Journal

Author, A. A., Author, B. B., & Author, C. C. (year). Title of the article in lower case. Journal in Upper Case, volume(issue), firstpage-lastpage.

Article in Newspaper

Author, A. A. (year, month day). Title of the article in lower case. Newspaper in Upper Case, p. page.

Book

Author, A. A. (year). Title of the book in lower case (2nd ed.). Publisher.

Book Chapter

Author, A. A. (year). Title of the chapter in lower case. In A. A. Editor & B. B. Editor (Eds.), Title of the book in lower case (edition, pp. firstpage-lastpage). Publisher.

Dissertation

Author, A. A. (Year). Title of dissertation in lower case (Doctoral dissertation). Retrieved from Name of database.

Website

Author, A. A. (year). Title of the webpage in lower case. Website in Upper Case. Retrieved from www.website.com

Other Requirements

Spacing - 1.5

Text alignment - Justify

Font – Times New Roman

Font Size – 12

Page Numbers – Bottom right

Tables and Figures

Tables and figures are limited to a combined total of 10. Tables and figures must be numbered, an explanatory title must be added, and each table and figure must be mentioned at least once in the main text. Figures should be supplied in a suitable size for printing, and tables should be inserted using the 'Insert Table' function provided by the software.

It is the author's responsibility to obtain permission from the copyright owner to reproduce figures and tables that have been published elsewhere. Tables and figures without such evidence are assumed to originate from the author.

Supplementary Files

Authors may submit supplementary files to be made available alongside their article. Supplementary material is available online only on the article's webpage (it is not published in the PDF of the article). Supplementary files are not copy-edited nor proofread by the Editorial Office, and it is the authors' responsibility to guarantee the scientific accuracy of these files.

Supplementary files are also sent to peer-review alongside the article; thus, authors are also responsible for guaranteeing that there are no elements (including in the file's metadata) that disclose the authors' identity.

Editorial Process (Step-by-Step)

Online Submission

The author should submit the manuscript through the online submission system, complying with the instructions for authors. The author receives an automatic acknowledgment by email confirming the article submission.

First Check

The Managing Editor of the journal will make a first assessment of the article submitted and check whether it fits the aims and scope of the journal. Manuscripts that do not comply with the instructions for authors may be returned to the authors.

Contact by Editor

An Editor of the journal will contact the author with a decision as to whether the manuscript will be considered for publication in the journal.

Peer-Review

Manuscripts will undergo a very stringent double-blind peer-review process, where both the identities of authors and reviewers remain undisclosed in order to guarantee the highest quality of the journal. All manuscripts (except for Editorials and Book Reviews) will be sent out for review and at least two review reports per manuscript will be collected. All reviewers will be carefully selected by the journal's Editors for each submitted manuscript and must fulfil the following criteria:

- Hold a PhD degree and/or be a recognized expert in the field;
- Not have co-authored publications with the author(s) for the last 5 years;
- Not be affiliated with the same institution as the author(s).

The JPD uses a blind review process. The first step in this process is a blind, in-house assessment by editorial staff aimed at determining whether the submission is of sufficient quality and an appropriate fit for the journal. Every article submitted is read and reviewed by the editor-in-chief and at least one additional member of the editorial staff. The editorial office seeks to promptly consider each article, during which time each article is discussed at a weekly editorial staff meeting. At this point in the review process, our purpose is to determine whether or not we will send the manuscript out to external referees. In all cases that do not pass this review, authors can expect to receive word of the decision in a timely manner, along with an explanation for this editorial decision. The goal of the editorial office is to treat each manuscript with the seriousness it deserves, to subject each to careful consideration, and to render editorial decisions that offer clear explanations and useful comments. Those submissions that clear the internal review process are then sent out for external review according to a standard double-blind referee process. We typically seek two reviews, and select a diverse group of scholarly reviewers capable of approaching a manuscript from a range of pertinent scholarly perspectives.

We expect that reviewers will return their reports within four to six weeks. Based on referee reports and his own careful reading of the article, the editor will then decide whether to accept a submission, reject it, or offer the author(s) the opportunity to revise and resubmit the manuscript. Authors will have access to all reviewer reports, and will receive a letter from the editor clearly explaining his decision.

Decision

After each round of peer-review, the Editor(s)-in-Chief of the journal (or Guest Editor in case of a thematic issue) will be asked to assess the submitted manuscript and the peer-review reports collected. Decisions regarding each submission will be taken without exception by the Editor-in-Chief/Guest Editor, guaranteeing the excellence and high standard of our decision-making process. The Editor-in-Chief/Guest Editor may decide between the following options:

- Accept the submission: the manuscript is considered to warrant high quality and can be published in the journal.
- Revisions required: authors are asked to perform revisions to their manuscript and, after resubmission, the manuscript is sent directly to the Editor-in-Chief for assessment and decision (accept submission, ask for further revisions, or decline the submission).
- Decline submission: the manuscript is considered to have major flaws that could not be resolved by revision and resubmission.

In order to guarantee swiftness of the editorial process, each manuscript will only be allowed two rounds of review and revisions. Authors are thus urged to address all issues raised by the reviewers directly after the first round of peer-review.

Copyediting

After the manuscript is accepted for publication it will undergo a first stage of copy editing where the journal editors will correct any minor mistakes (such as punctuation or references) and check that all necessary information regarding the manuscript and authors has been provided.

Authors will receive an edited version of their manuscript for author copy editing after acceptance of the manuscript for publication. This is the last stage where any substantial copy editing changes to the text are allowed (the next stage—proofreading—is restricted to correcting typographical and layout errors).

It is the author's responsibility to guarantee that the English language is flawless.

Proofreading

The Editorial Office of the journal will create the final version of the manuscript.

Publication

After the final proofread manuscript has been received and the last corrections have been performed the manuscript will be published. The manuscript will be published in the current issue of the journal, and the author will be promptly informed as soon as the article is available online. In some cases, namely in special issues, the publication may be delayed in order to guarantee that all articles are published simultaneously, but the author will always be informed should that be the case.