Submission and Process Guidelines
Genocide Studies and Prevention: An International Journal (GSP) is a multi-lingual, peer-reviewed journal that fosters comparative research, important new work, case studies, the links between genocide, mass violence and other human rights violations, and prevention and punishment of genocide and mass violence The E-Journal contains articles on the latest developments from across the academic disciplines, including anthropology, art, communications, criminology, economics, forensics, geography, history, international relations, journalism, law, literature, military science, philosophy, political science, psychology, public health, religion, sociology, and many other disciplines.

Process
Submissions are first assessed by the Editorial Board in order to determine whether or not the submission will be sent for peer review. If the decision is taken not to send the paper for peer review, authors will receive feedback on this decision. For submissions that are sent out for peer review, the Editorial Board will assess the reviews and provide feedback to the authors, which may include revisions by the author. The Editorial Board retains the final say on acceptance of a submission for publication, which may include a request for further revisions subsequent to the peer review revisions.

General Submissions
General Submissions are welcome year-round. The submission process is automated through the *GSP* website, http://scholarcommons.usf.edu/gsp/.

Submission of a manuscript implies: that the work described has not been published before; that it is not under consideration for publication anywhere else; that its publication has been approved by all co-authors, if any, as well as by the responsible authorities – tacitly or explicitly – at the institute where the work has been carried out. The publisher will not be held legally responsible should there be any claims for compensation.

Please submit articles in Microsoft Word, .rft or .dot format. The manuscript should be double-spaced with indented paragraphs; contain 1-inch margins all around; and be written in 12 point Times New Roman font.

Manuscript length:
- Submissions should fall between 7,000 to 10,000 words. Shorter or longer articles are accepted depending on the merit of the research and writing quality.

Anonymous review:
- To ensure an anonymous, double-blind review, manuscripts should not contain any identifying information. Do not write your name, nor any other identifying information (such as department or institutional affiliation, or an acknowledgment). Your manuscript should not contain the title of your article. Do not write a cover page on the manuscript you submit. Refer to your previous publications in the third person, not the first person.

Abstract:
- An abstract of 150 words or less is required, and should be submitted on the GSP website after attaching the manuscript. Do not include an abstract in the manuscript. Remember, the first 30 words of your abstract will show up on internet searches, so make sure they contain all the relevant information to point people towards your article.

Keywords and disciplines:
- On the GSP submission website, provide five to ten keywords and select academic disciplines relevant to your article. Keywords are used by databases such as EBSCO.

Jargon and specialized terms:
- Please keep in mind that the audience may not be familiar with specialized jargon. As our audience is interdisciplinary, it is best to be clear and write in the most accessible language possible. Specific details about research methods and data collection can be expanded upon in an explanatory note, if necessary.

Lemkin and the Genocide Convention
- As GSP is a journal specialising in the subject of genocide studies, it is assumed that authors and readers have a knowledge of the basic facts of the history of Raphael Lemkin and his creation of the word 'genocide', and the Genocide Convention (GC) and its definition of genocide. Therefore we request that authors do not include an outline of such facts in their article. This does not preclude authors from discussing more detailed aspects of Lemkin or the GC, or their own interpretation of the definition of genocide.

Data and primary sources:
- If you would like to make data accessible to the readers, please indicate in an explanatory note where and when the data, syntax files, or software can be found. *GSP* encourages, but does not require, open access to data.
- For articles that contain archival research, it is the responsibility of the author to obtain the appropriate permission to cite, reference, quote, or reproduce materials. An explanatory note must identify the institution and archival source location, as well as indicate that the material is being used with the institutional permission.

Human subjects:
- Obtaining human subjects certification is left to the discretion of the author, according to the professional standards of the field. If human subjects certification is obtained, a statement listing the relevant review boards and certificates should be included in an explanatory note (see ethical guidelines below).

Charts and figures:
- Charts and figures are highly encouraged and can be submitted in color (so long as the axes and texts are in black).

- Figures and tables should be created with the appropriate function in a word processer, not by using tabs and spaces drawn rules. Do not create tables by making a "word box." Use the "table function."
- All tables and figures created within a word processor should be **included at the bottom of the manuscript, below the references,** and labeled properly.
- All terms and variables used inside of tables and figures should be explained in the text beforehand. GSP does not use captions for images, graphics or tables. All relevant information necessary for understanding the image or table should be included within the main text of your manuscript.

Images, photographs, graphics, and maps:
- Images, graphics, photographs, and maps are highly encouraged, especially in color.
- All graphics and photographs must include the proper copyright information. Authors are responsible for securing the permission to use all images. All images should be rendered professionally; labeled and identified clearly. Copyright and credits will be displayed below the image.
- **Do not** included images and graphics at the end of the text. Images and graphics should be **uploaded as separate files** on the GSP website when uploading your manuscript. Make sure the file names for attached files corresponds to the file names indicated in the manuscript.

Use brackets to indicate in the text where you would like the table, figure, image, photo, or graphic to be located:
[Image 3 around here. File name image3memorial.jpg].
[Figure 1 insert here].

Book reviews & review essays:
Book reviews should be between 1,500 to 2,000 words in length. All reviews must follow the *GSP* style guidelines outlined below.

The review should describe the intended audience; the main ideas, arguments, and objectives of the book; an assessment of whether or not the book accomplished these tasks; the soundness of the methods and argument; the context and motive of the book, such as the current state of the scholarly field or ongoing debates or issues; and constructive criticisms and about the books strengths and weaknesses.

The following information should be listed before the review:
1st line: Book title
2nd line: Author(s) or editor(s)
3rd line: Place and name of publisher, year.
4th line: Number of pages. Price information (if available) for cloth or paperback editions.
5th line: Reviewed by Your Name and institutional affiliation

<u>Film reviews:</u>
Film reviews should be between 1,500 to 2,000 words in length. All film review submissions must conform to the *GSP* style guidelines below.

The film review section is divided into two types: "recent films" and "forgotten films." The former will welcome the review of films made in the last three years, the latter, the review of films forgotten by the critics, little mentioned or analyzed, but with thematic relevance.

The section does not expect only aesthetic review but encourages authors and readers to think about the problematic of genocide representation from a wide perspective—from sociological and historical to cinema history ones—to expose how film could contribute to genocide, human rights and mass violence studies, and the ways in which film could construct a dialogue with academic research. Also, the section encourages authors and readers to think how films could be used as educational resource.

GSP can publish movie stills, acquired with the permission of the film's producers and those who own the appropriate copyrights. Authors should not include the image in their manuscript. Instead, upload the image through the *GSP* website. Please make sure image format is larger than 200 dots per inch.

The following information should be listed before the review:
1st line: Film title
2nd line: Director(s)
3rd line: Producer/Production Company and year of release
4th Production country, languages, and subtitle languages.
5th line: Reviewed by Your Name and Your institutional affiliation.

<u>Critical essays:</u>
The journal welcomes critical essays reviewing things that are important to the study of genocide, such as discussions of trail proceedings, reviews of current training handbooks and government programs, discussions of conferences, or even critical essays on TV shows, movies, arts, museums, or humanitarian technologies. *GSP* also welcomes the submissions of essays relating to the current state of the field, and essays that provoke or advance specific debates.

<u>Critiques or commentaries on previously published works:</u>
All articles that are sustained critiques or commentaries of previously published works in *GSP* will undergo the normal review process, and then be submitted to the scholars whose work is being critiqued. The authors will have the opportunity to submit a response to the editors, or prepare a rejoinder for publication. The goal of these submissions is to engage in scholarly, respectful, debate.

Language Policies:
GSP is a multilingual publication that publishes articles in side-by-side translations. Articles in translation will be published consecutively, with each translation being considered a separate article for copyright purposes.

Manuscripts will be accepted in any language in the world as long as they are submitted along with an English, German, Spanish, or French translation. *GSP*, as a flagship English journal, encourages all authors to submit translations of their manuscript in English in order to reach the widest possible readership, globally. *GSP* has limited resources to assist in the translation of manuscripts into English, but will offer support if possible on a case-by-case basis.

All manuscripts must also contain an abstract in each language that the article is translated into, so that the editors may identify the topic and scope of the article and assign it to appropriate peer reviewers.

For manuscripts submitted in languages other than English, German, Spanish, or French, the author is fully responsible for the accuracy and professional standard of the text, and takes responsibility for preparing the text according to the appropriate style for citations, spelling, punctuation, tone, and vocabulary according to the common practices for academic writing in the language. For all texts that use a non-Roman alphabet, the manuscript must be submitted in PDF format with the necessary fonts attached.

Originality and Copyright Guidelines:
All authors acknowledge that they grant to the journal publisher and their agents, the irrevocable, nonexclusive, royalty-free right to distribute, display, and archive this work in a digital format throughout the world for educational, research, and scientific non-profit uses during the full term of copyright including renewals and extensions. The authors also grant to the journal publisher the non-exclusive right to sub-license these rights to others should the publisher forego the ability to maintain distribution. The authors warrant that they have the copyright to make this grant to the publisher unencumbered and complete.

Ethical Guidelines:
The following is adapted from: Wager E, and S. Kleinert. 2011. *Responsible Research Publication: International Standards for Authors. A Position Statement Developed at World Conference on Research Integrity, Singapore, July 22-24, 2010.* In *Promoting Research Integrity in a Global Environment.* Edited by T. Mayer & N Steneck, pages 309-316. Singapore: Imperial College Press / World Scientific Publishing.

• The research being submitted should be conducted in an ethical and responsible manner and should comply with all relevant laws and professional standards.
• For articles involving research with human subjects, it is the responsibility of the author(s) to determine if it is legally and ethically necessary to obtain human subjects certification from appropriate institutional review boards or equivalent professional bodies in the field of research. If human subjects certification is obtained, please

include a statement listing the relevant review boards and certificates in an explanatory note.
- Author(s) should present their results clearly, honestly, and without fabrication, or inappropriate manipulation of data.
- Author(s) should describe their methods clearly and unambiguously so their findings can be confirmed or replicated by others.
- All work submitted must not be plagiarized.
- Submissions should not include text, tables, or figures that have already been published or is soon to be published in English (or any another language that the manuscript has been submitted in), either in print or electronically.
- The article must not contain any libelous or unlawful statements or infringe on the rights or privacy of others or contain material or instructions that might cause harm or injury.
- The author(s) accept full responsibility for the content of the article.
- Funding sources and conflicts of interest should be disclosed.