

## Articles Submission

Heinrich Boll Foundation Middle East Office welcomes articles to be published on its website [www.lb.boell.org](http://www.lb.boell.org). We consider unsolicited original submissions on arts, culture, politics, social and environmental affairs in Lebanon, Syria and Iraq or addressing issues related to the Arab World. Articles should be rigorous written in language accessible to the educated general reader interested in the region. Queries should be directed to [info@lb.boell.org](mailto:info@lb.boell.org)

There needs to be a clear concept for the article, pointing out the question the article tries to answer. Articles need to be in line with hbs values and publication ethics.

## Submission Guidelines

Articles submitted to hbs for consideration must follow the following guidelines. Submissions that do not meet these criteria will be rejected without review:

- Manuscripts must be emailed as an attached MS-Word document or compatible file to [info@lb.boell.org](mailto:info@lb.boell.org), or mailed on electronic media (CD-ROM or USB flash drive).
- Manuscripts must be original and cannot be simultaneously submitted to other journals. It needs to be indicated whether the contribution or parts of it were previously published.
- Manuscripts must not exceed 3,000 words, including citations.
- Citations must follow the Chicago Manual of Style and be formatted as endnotes.
- Transliterations from Arabic should follow a simplified version of the International Journal of Middle East Studies system and for persons or places use the most common English spelling.
- Submissions must be accompanied by a brief author identification and an abstract not exceeding 100 words. We also would like you to send a picture of yourself that can be used on our website

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## Review Process

- Manuscripts that meet the guidelines are subject to initial evaluation by hbs editorial staff to determine whether to submit them to external blind peer review.
- Authors will be notified of the readers evaluation and recommendations, which will be summarized. Authors of manuscripts recommended for revision will be given an expected date to resubmit.
- Resubmitted manuscripts are subject to a second review.
- Articles accepted for publication by hbs are edited for clarity, content, and form by hbs editorial staff, in consultation with the author.
- Graphic materials for accepted articles must be provided as camera-ready artwork or in a digital format.