MASHRIQ ﻣﻬﺠﺮ MAHJAR
journal of middle east and north african migration studies

Journal Practices and Ethics

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Introduction

Mashriq & Mahjar: Journal for Middle East and North Africa Migration Studies upholds the mission, vision, and values as set forth by North Carolina State University (NCSU). As described in the University's research policy, NCSU and thus *Mashriq & Mahjar* "must retain the public's trust by engaging in research activities that are consistent in nature, quality, scope, and importance with its mission, and that are conducted under conditions that ensure its academic integrity."[1]

As an open-access, peer-reviewed journal, *Mashriq & Mahjar* is dedicated to upholding the highest publication and ethics standards. To ensure publication integrity and ethical compliance, *Mashriq & Mahjar* developed this guide that outlines its practices and ethical standards for its authors, reviewers, and readers. These practices are informed by the principles of transparency and recommendations put forth by the Committee on Publication Ethics (COPE). All *Mashriq & Mahjar* persons involved in the publishing process (copy editors, authors, peer reviewers, editors, and the managing editor) agree upon the standards and practices of ethical behavior detailed in this document.

Anyone who believes that any published material in *Mashriq & Mahjar* fails to comply with the journal's ethics and practices should contact the journal's managing editor at mashriq_mahjar@ncsu.edu. All concerns will be addressed by the journal's editors in compliance with COPE guidelines.

Journal Management

Ownership

Mashriq & Mahjar is published, funded, and managed by the Moise A. Khayrallah Center for Lebanese Diaspora Studies at North Carolina State University.

Editorial Board

The *Mashriq & Mahjar* Editorial Board comprises scholars from across disciplines and the world. The editorial board advises the editors and managing editor on the vision, sections, and procedures of the journal. *Mashriq & Mahjar* also turns to the board for assistance in reviewing manuscripts, publicizing the journal, extending its reach, and investigation of ethical matters.

Participation on the board is completely voluntary. Board terms last for three years and members may serve recurrent terms. *Mashriq & Mahjar*'s current editorial board is

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[1] Board of Trustees, North Carolina State University, *Policies, Regulations & Rules*, "POL 10.00.02 – Research Policy," (last revised April 19, 2013), https://policies.ncsu.edu/policy/pol-10-00-02/.

found on its website.

Editorial Team
Editors
Three editors oversee the journal. The editorial team evaluates all submitted works and guides what scholarship is included in each issue. *Mashriq & Mahjar*'s editors are:
- Akram Khater, akhater@ncsu.edu (editor-in-chief)
- Andrew Arsan, aka25@cam.ac.uk
- Stacy Fahrenthold, sfahrenthold@ucdavis.edu

Managing Editor
The managing editor handles the journal's daily operations, including but not limited to the solicitation of articles/reviews/other materials, coordination of the peer review process, and publication and production of accepted material. The managing editor also ensures adherence to the journal's publishing and business ethics, along with shepherding the appeals process. Responsibilities include:

    a. All publication decisions of manuscripts submitted to the journal. The decision to accept, reject, or request revised manuscripts are guided by the journal's policies (Author Guidelines) and by copyright requirements regarding copyright infringement and plagiarism;

    b. Supplying and updating new editorial board members and the managing editor with guidelines on *Mashriq & Mahjar* publishing protocols and new policies and developments;

    c. Fair evaluation of manuscripts on the basis of their academic and intellectual merit, and without regard to the author(s)' race, age, gender, sexual orientation, disability, ethnic origin, religious belief, citizenship, political orientation, or social class;

    d. Ensuring a confidential and unbiased double-blind peer review (author and reviewer identities are protected) of manuscripts;

    e. Enlisting appropriate peer reviewers for each manuscript accepted;

    f. Developing and maintaining a database of suitable peer reviewers and updating it on the basis of reviewer performance;

    g. Publishing corrections, clarifications, retractions, and apologies on website and social media sites as needed.

Copy Editor
The copy editor edits all accepted submissions, ensuring each piece adheres to our house style.

Guest Editors for Special Issues
Mashriq & Mahjar welcomes proposals for special issues curated by guest editors. Special issues comprise of related articles, whether on a particular topic/area of study

or drawn from a specific conference. Guest editors are scholars teaching and/or practicing in the field. A guest editor must submit a proposal via the journal's online submission portal, petitioning for a special issue. The editorial team will consider the proposal and meet virtually with the guest editor. If approved, the guest editor will draft a call for papers, which will be circulated by the managing editor; or, in the case of a conference or related scholarly event, the guest editor will solicit papers from participants and presenters. Guest editors shape a special issue's components and work closely with the managing editor, performing the same functions and making the same decisions as the journal's editorial team; the editorial team and the guest editor evaluate each piece, its peer reviews, and subsequent revisions to ensure its relevance and appropriateness in terms of the journal's scope and scholarly standards. The guest editor also writes a foreword for the special issue that discusses the issue's components and contribution to the field.

Contact

All correspondence and inquiries can be directed to the managing editor. Email is preferred.

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Phone: 919-515-5048

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Business Practices

Funding
Mashriq & Mahjar is wholly funded by the Moise A. Khayrallah Center for Lebanese Diaspora Studies at North Carolina State University.

Authorship and Readership Fees
Mashriq & Mahjar is an open-access journal which grants unlimited access to any and all of its issues published since its inception in 2013. All *Mashriq & Mahjar* issues are found on its website. The journal does not charge any author fees.

Other Revenue
Mashriq & Mahjar does not generate revenue from any of its published material.

Advertising

Mashriq & Mahjar does not accept any paid requests for advertisements from publishers, institutions, businesses, or individuals. *Mashriq & Mahjar* can choose to circulate information about relevant conferences, calls for papers, or awards that are related to the journal's focus or that of its publisher (Khayrallah Center).

Direct Marketing

The managing editor may directly solicit articles and/or other contributions from scholars and producers working in migration studies. Most often, these solicitations invite authors to submit presented conference papers as articles for publication consideration. The managing editor directly asks scholars with PhDs to review specific books relating to their fields of expertise.

Ethical Policies and Guidelines

Authors are responsible for all aspects of their work, especially in regards to accuracy, scholarly integrity, and proper acknowledgements. *Mashriq & Mahjar* follows guidelines set by the [Committee on Publication Ethics (COPE).](#)

For articles, research notes, short thought pieces, conference reports, book review essays, and other formats, *Mashriq & Mahjar* accepts submissions from scholars who are teaching and/or practicing in the field, including graduate students with or without institutional affiliation. *Mashriq & Mahjar* solicits book reviews from individuals who have obtained their doctoral degrees.

Authors must be registered with the journal to make a submission. Please know that the journal does not guarantee acceptance of any submission. The journal asks that authors follow specific author guidelines for articles, book reviews, research notes, etc. All guidelines are found on the ["Submissions" page of the journal's website.](#)

Authorship and Contributorship

The journal requires that all persons who made significant contributions to the submitted and/or published work to be listed as authors. Authors are responsible for all aspects of the submitted and/or published work, including text, images, and audio/visual components, and must obtain written permission for publication when applicable. Appropriate references and citations are required. Any person involved in the piece's production, i.e., those who provided any assistance and consultation, should be included in the work's acknowledgements.

Intellectual Property

By submitting work to *Mashriq & Mahjar*, authors consent to publication of their work. Authors who publish with this journal agree to the following terms:

 a. Authors retain copyright and grant the journal right of first publication with the work simultaneously licensed under a Creative Commons Attribution-NonCommercial-NoDerivatives 4.0 International License, which allows others to share the work with an acknowledgement of the work's authorship and initial publication in this journal.
 b. Authors are able to enter into separate, additional contractual arrangements for the non-exclusive distribution of the journal's published version of the work (e.g., post it to an institutional repository or publish it in a book), with an acknowledgement of its initial publication in this journal.
 c. Authors are permitted and encouraged to post their work online (e.g., in institutional repositories or on their website) prior to and during the submission process, as it can lead to productive exchanges, as well as earlier and greater citation of published work (See The Effect of Open Access).

Research

Authors must submit original research that aligns with the University's General Research policies, rules, and regulations.

Authors who submit articles based on field research must receive ethics approval for conducting said research. Informed consent must be obtained for participants, in line with the Belmont Report and equivalent international standards for scholars based outside the United States.

Plagiarism

As detailed in the University's Code of Student Conduct, "plagiarism is the use or close imitation of the language and thoughts of another and the representation of the other's work as their own."[2] Any and all forms of plagiarism constitute unethical publishing behavior and are prohibited.

Authors must ensure that their original works properly cite the work or words of contributors and/or sources. Please see our "Detailed Submissions Guidelines" for more information.

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[2] Board of Trustees, North Carolina State University, *Policies, Regulations & Rules*, "POL 11.35.01 – Code of Student Conduct," (last revised July 15, 2020), https://policies.ncsu.edu/policy/pol-11-35-01//.

The journal follows [guidelines set by COPE for preventing misconduct and dealing with allegations of such misconduct](#), including the retraction of affected publications. See "Allegations of Misconduct" and "Post-Publication Discussion and Corrections" for details.

Use of Artificial Intelligence

AI may not be used to write any portions of a submitted manuscript. Any use of AI should be clearly stated within the submission and must not violate the journal's standards on plagiarism, data fabrication and/or falsification, authorship, and intellectual property. Authors are responsible for all aspects of a submission, including the use of AI.

Data Fabrication and/or Falsification

Any evidence of fabricated and/or false data in a submitted manuscript will result in an automatic decline. Any evidence of fabricated and/or false data in a published piece will result in an automatic retraction.

Duplicate and/or Redundant Publications

Mashriq & Mahjar asks that authors only submit their manuscript to one publication at a time. *Mashriq & Mahjar* will not consider multiple submissions or redundant manuscripts.

Conflicts of Interest

Authors should disclose all conflicts of interest thought to sway the peer review results or the acceptance of their manuscript. Authors can indicate potential conflicts of interest by providing the name of the "opposed reviewers" during manuscript submission. Authors are required to explain in detail why they do not want this person to be invited. *Mashriq & Mahjar* editors, however, will decide for themselves whom they wish to invite for peer reviews and cannot guarantee that "opposed reviewers" will not be invited. If author is unsure of conflict of interest, author should consult the managing editor at mashriq_mahjar@ncsu.edu.

Affiliations

Authors must include information about any affiliations and funding that supported original research in their submissions, including the role of the funder. Authors must include information about the institutions they are currently associated with in their submissions.

Peer Reviewer Guidelines

Peer reviewers assist *Mashriq & Mahjar*'s managing editor and editorial board in making editorial decisions and, through the double-blind communication with the author, may

also assist the author in improving the contents of their manuscript through feedback. All manuscripts received for review are treated as confidential documents. Peer reviewers are identified and selected by the managing editor in consultation with the journal's editors.

Responsibilities

- Commit to the highest ethical standards by keeping all information and/or theories obtained through *Mashriq & Mahjar*'s peer review process confidential and do not use for personal advantage
- Report to *Mashriq & Mahjar*'s managing editor if they suspect academic fraud or copyright infringement on the author's part. Please send all emails to: mashriq_mahjar@ncsu.edu
- Conduct their reviews objectively, and their critiques should be formulated clearly and with supporting arguments, allowing authors to utilize the reviews for the benefit of their manuscript
- Adhere to the Journal's peer review expectations and format upon acceptance of the role (please see *Mashriq & Mahjar* Peer Review Guidelines)
- Evaluate manuscripts based solely on content and without regard to the authors' race, age, gender, ethnic origin, sexual orientation, disability, religious belief, citizenship, political orientation or social class
- Report to *Mashriq & Mahjar* any manuscripts in which they have conflicts of interest resulting from competitive, collaborative, or other relationships or connections with any of the authors, companies, or institutions connected to the papers

Protocol

Manuscripts adhering to *Mashriq & Mahjar*'s journal scope and style will be sent to two reviewers by the managing editor. *Mashriq & Mahjar* applies a double-blind peer review, which means both reviewers and author remain anonymous by default throughout the publishing process.

Peer reviewers have ten weeks to review the anonymous manuscript. Peer reviewers should not enter their names or initials in the file name or inside the document in an effort to maintain the double-blind review process. The managing editor will review both submitted manuscript and peer review feedback and remove any indications of authorship to ensure anonymity.

Following the peer review process, the editors will make the final decision of acceptance or rejection based on the reviewers' reports and recommendation for publication. If the peer reviewers suspect misconduct or plagiarism, they should inform the managing editor who will evaluate the matter in conjunction with the editors.

The journal asks selected peer reviews to address the following questions when compiling their confidential reviews.

1. Does the manuscript have a strong analytical/theoretical frame and a principal thesis? Is this thesis presented clearly? Is it important, new, compelling?
2. Is the manuscript based on appropriate sources and original primary research? Is the scholarship sound?
3. Does it engage with current scholarly debates? If so, is its engagement productive, insightful, knowledgeable, and fair?
4. Do you think it would be of interest to the broad, interdisciplinary community of scholars who read *Mashriq & Mahjar*? Would it be useful to scholars specializing in its particular area(s) of focus?
5. How would you evaluate the writing style?
6. Overall, does it make a valuable contribution to the field? Would you recommend it to colleagues?
7. What revisions would you suggest to help the author improve the manuscript? (Keep in mind that *Mashriq & Mahjar* permits a maximum of 40 double-spaced pages for accepted articles.)
8. Do you have any additional comments or feedback?
9. **Please also make one of the following three recommendations:**
   a. Publish as is (after standard copy editing)
   b. Reconsider after revisions (in a second round of peer review)
   c. Do not publish (with or without recommendation to submit to another journal)

Complaints and Appeals
Mashriq & Mahjar follows guidelines set by COPE on appeals to editorial decisions and complaints about the journal's editorial management. If you wish to appeal an editorial decision or issue a complaint, please submit letter with supporting evidence to the managing editor at mashriq_mahjar@ncsu.edu. The editorial board will consider your written appeal or complaint and issue a final decision.

Allegations of Misconduct
Allegations of misconduct can include any part of the writing, review, and publication process. Any allegation of misconduct should be communicated to the managing editor via email. The managing editor will present the allegation to the editors who will decide how to proceed. Depending on the allegation, the editors may ask the editorial board to conduct an independent, confidential review of the allegation. The board will issue a decision within six months detailing next steps and resolution. The editors will contact other editors and institutions if warranted.

Post-Publication Discussion and Corrections

Mashriq & Mahjar invites any concerns about a published work to be emailed to the managing editor. The managing editor will share said concerns with the editors, who will investigate and address the concerns in one of the following ways:

Correction

Editors will evaluate submitted concern(s) and, if not egregious, may choose to post an editorial note that will accompany the published piece. *Mashriq & Mahjar* will post the notice on the journal's website and link it to wherever the journal is indexed. To that end, if an author discovers a significant error or inaccuracy in the published work, it is the author's obligation to notify the journal's managing editor as soon as possible and request a posted editorial note to correct the manuscript.

Retraction

Editors will consider retracting a publication if there is substantial evidence of plagiarism, duplicate publication, erroneous research, material published without authorization for use, misleading or omitted information about funding, or other unethical practices. If the editors choose to retract a publication, *Mashriq & Mahjar* will issue a notice describing the reason for retraction and inform the author(s). *Mashriq & Mahjar* will post the notice on the journal's website and link it to wherever the journal is indexed.

Mashriq & Mahjar would like to thank its editors, editorial board, and resources provided by COPE for their guidance and assistance in creating these guidelines.