
EDITORIAL GUIDELINES

MIDDLE EAST M●NITOR

The Middle East Monitor is a not-for-profit policy research institute that provides research, information and analyses of primarily the Palestine-Israel conflict. It also provides briefings on other Middle East issues. Its outputs are made available for use by journalists, academics and politicians with an interest in the Middle East and North Africa region.

MEMO aims to influence policy and the public agenda from the perspective of social justice, human rights and international law. This is essential to obtain equality, security and social justice across the region, especially in Palestine.

MEMO wants to see a Middle East framed by principles of equality and justice. It promotes the restoration of Palestinian rights, including the Right of Return, a Palestinian state with Jerusalem as its capital and democratic rights upheld. It also advocates a nuclear-free Middle East.

By ensuring that policy-makers are better informed, MEMO seeks to have a greater impact on international players taking key decisions affecting the Middle East. MEMO wants fair and accurate media coverage of Palestine and of other Middle Eastern countries.

GUIDELINES FOR PUBLIC SUBMISSIONS

IF YOU HAVE ANY QUERIES,
PLEASE CALL US ON
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INFO@MEMONITOR.ORG.UK

To all contributors, please note the following:

- After you have completed your article, please RE-READ IT AT LEAST TWO OR THREE TIMES before filing it. This is so that you can correct obvious spelling and grammatical errors and ensure every sentence is complete and that your meaning is clear. We advise you double-check at the end (some mistakes and typos may not be picked up by spellcheck).
- We also recommend that you CHECK THE MEMO WEBSITE to study the corrections we have made to your submissions and incorporate them into future pieces.
- Please READ THE STYLE GUIDELINES BELOW CAREFULLY AND TRY TO FOLLOW THEM to ensure that we make the most effective use of everybody's time.
- MEMO reserves the right to make editorial and stylistic changes to all articles we choose to publish.

Format

- The word limit on articles is 1,200 words. Please try not to exceed this as online articles tend not to be read beyond about the 1,000 word mark and it would be a shame for all your hard work to go to waste.
- Articles should be written in Calibri font size 11pt, aligned left and 1.15 spaced. There should be a space between each paragraph and NO DOUBLE SPACES AFTER FULL STOPS.
- Please supply a short author biography at the end.
 - *e.g. Prof Emma Murphy is the Head of School in the School of Government and International Affairs, University of Durham.*

Language

- Language should be UK English, not US.
- Official job titles or positions, such as president, secretary of state, etc., should **be lower case and make use of commas unless followed immediately by the incumbent's name and used as a proper noun.**
 - *e.g. Prime Minister David Cameron went to Buckingham Palace today...*
The UK prime minister, David Cameron, went to Buckingham Palace today...
- Use **Al-** to transliterate “ال” with a capital “A” plus “l” followed by a hyphen “-“ for all Arabic names and places that require it, including any use of the *idafa*. “The” does not need to be inserted before Al-Aqsa Mosque. This also includes Arabic words in which the ل of is ال not pronounced, so الشامي is transliterated as “Al-Shami” (not “As-Shami”).
- Numbers from **one to ten should be spelled out** UNLESS referring to time and date or preceded by a currency symbol. Numbers **11 and above should be numerical, so it is 100 and 1,000... and 10,000 and 100,000** (NOT 100 thousand) until you reach **one million, two million... ten million, 11 million, 12 million...**
- Please use the **metric system** for all units of distance (centimetres, metres and kilometres) and weight (grams, kilograms, etc.). N.B. It is “tonne”, not “ton”.

- **Percentages** are to be denoted as “%” if in the title of an article and in all other cases as “per cent” (NOT “percent”).
- Choose your words carefully, as **the language we use makes a difference**. When referring to a democratically elected government, avoid using terms like regime, rule, reign etc. Save these for undemocratic political systems.
 - Also note, it is “ousted” or “deposed” President Mohamed Morsi and NOT “removed”.
 - Please avoid using “coup” as an adjective. If necessary, “coup authorities” is better than “coup government”.
- When **quoting a source at length** in your submission, whether it is an individual, a report or an official, please use the full breadth of the English language to communicate the scope of the source’s message. “He said... she said... it said... etc.” does not relate the breadth of meaning as, “He insisted... she assured... they warned... etc.” Try to match the verb with the message to help convey the intended meaning.
- Dates should be written as follows: **11 December, 2014** (not 11th).

Grammar

- Ensure that your grammatical tenses are consistent throughout the piece and that a sentence doesn’t accidentally change tense halfway through.
- **People should always be referred to using the pronoun “who”** (NOT “that”). So: “the people/person *who* said”, not “the people/person *that* said”.
- **PLEASE AVOID USING THE PASSIVE VOICE** wherever possible.

Punctuation

- **Quotation marks** should be double (“ ”) and NOT single (‘ ’) unless it is a quotation within a quotation or in the title of the article.
 - *e.g. MEMO reported that, “Interim President Adly Mansour has called on opponents to ‘give up on their stubbornness’ and to stop ‘following a mirage’ and join the nation, and has denounced their boycott as a political manoeuvre designed to disrupt the roadmap and constitutional referendum.”*
- When the **name ends with “s” and requires a possessive apostrophe**, we always use Abbas’s, Hamas’s, etc., (so NOT Abbas’ and Hamas’). However, possessive plurals ending in “s” should not take on an additional “s” and should just be United States’, Palestinians’, etc.
- We follow the **British system for using punctuation and quotations**, so if the quoted words form a clause or comprise a full sentence, please place commas “,”, full stops (“periods”) “.”, question marks “?” and exclamation marks “!” inside the quotation marks, otherwise place them all outside. Exclamation marks should be used sparingly, if at all.
 - *e.g. When Moussa was asked about this point, he replied, “Civil government is similar to civil governance.” Abul-Ghar said that all of the committee members kept silent when such subtle changes were disclosed. He described what happened as “heresy”.*

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- When **writing lists**, MEMO does not use the “Oxford comma”, meaning that we do not place a comma after the penultimate item in the list.
 - *e.g. We have books, pens, rulers and pencils in school (NOT: We have books, pens, rulers, and pencils in school)*
 - *N.B. This can be waived in a complex sentence where at least one of the items in a list itself contains an “and”. E.g. We have books, pens, rulers, pencils, and other bits and pieces in school.*
 - Abbreviations, such as US, UN, NATO, etc., **do not need full stops** after each letter. Other than well-known abbreviations, please specify the full name before the abbreviation in brackets e.g. Gulf Cooperation Council (GCC); however, only use the abbreviation if the name is repeated throughout the text.

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