For writers

Publishing Guidelines

Last updated: **14 October 2026**

The guidelines and conditions for publishing research and analytical work with the Alrai Alrashid Center for Studies.

1. Publishing with the Center

The Alrai Alrashid Center for Studies welcomes intellectual and research contributions that serve knowledge and public debate, addressing political, economic, social, security and strategic issues, Iraqi, regional and international affairs, and other fields within the Center's interests.

The Center accepts material in Arabic or English and publishes accepted work on its website and platforms. It may republish it in print or within its publications, in line with the Center's policy and the agreement with the author.

2. General conditions

- The material shows academic originality, objectivity and impartiality.
- The material has not been published in whole or in part, in print or online, and is not under consideration elsewhere at the same time; the researcher is responsible for this.
- The material falls within the Center's interests and makes a sound academic or intellectual contribution.

- The material is submitted as a Word file in Simplified Arabic, size 16 for main headings and subheadings and size 14 bold for the body text, with 1.15 line spacing.
- Notes, footnotes and references are inserted electronically at the foot of each page, with footnote numbering restarting on each page, in size 12.
- The author attaches the full title of the material, their name, position or employer, academic qualifications, email address and phone number.
- Material is sent to the Center by email and then referred to the relevant department for reading and assessment. The author is informed of any required revisions or comments and may make them in coordination with the Center and in line with its policy.
- The author is accurate in presenting facts, figures and quotations, and cites the sources of the information and views reported.
- The author uses artificial intelligence tools honestly: their output is not presented as research effort or as a finished human translation, and any substantial use in preparing the material is disclosed.
- Submitted material undergoes academic assessment, and the Center may request the necessary revisions; the researcher receives a response within no more than ten days.
- The Center retains the intellectual property rights.

3. Types of material and their requirements

1. Opinion article

A treatment of a specific issue in which the author puts forward a clear thesis or position and supports it with facts, examples and reasoning, in language suited to the general reader. Its central question: what is the author's view, and what is the argument for it?

- Usually between 750 and 1,500 words.
- Has a direct, expressive title, with the author's name and position.

- Addresses one main idea, and may be divided into sub-themes where needed.
- Rests on reliable facts or examples, citing sources when quoting or using data.
- Fluent language and clear sentences are preferred, avoiding academic verbosity and unsupported generalisations.

2. Situation assessment

An analysis of a current event or development that explains it in context, assesses the positions, interests and capabilities of the parties involved, and then estimates its outcomes and the most likely developments. Its central question: what does this development mean, and what may follow from it soon?

- Usually between 1,000 and 2,000 words.
- Opens with a brief executive summary setting out the main findings and implications.
- Defines the event or variable and presents its background, the parties involved and their interests.
- Analyses the implications and possible options, and presents scenarios with a reasoned assessment of the most likely.
- Relies on recent, reliable sources and uses tables or maps where useful.
- Is concise and clear, and avoids certainty that the evidence does not support.

3. Studies and analyses

Structured research into an issue or phenomenon that examines its elements, causes and interrelations, using an appropriate method and sources to reach a documented explanation or findings. Its central aim is to understand and analyse the issue.

- Between 2,500 and 10,000 words.

- Includes an introduction setting out the subject of the study, its importance, its problem and its questions.
- Is organised into connected sections, explaining the method of analysis and data sources where needed.
- Distinguishes between facts, conclusions and estimates.
- Documents sources and quotations, and uses tables, figures and maps where useful.
- Ends with conclusions or findings linked to what the study has presented.

4. Policy paper

An analysis of a public problem from the angle of decision-making and response. It identifies the possible alternatives, compares them by their effects and feasibility, then recommends an option and sets out practical recommendations for it. Its central question: what is the most suitable decision or action, and who is responsible for carrying it out?

- Between 1,500 and 5,000 words.
- Includes an executive summary setting out the problem, findings and recommendations.
- Presents the problem, its context and causes, and identifies the parties concerned.
- Analyses the available alternatives, with the advantages, challenges and expected effects of each.
- Makes specific recommendations that state who is responsible, what action is required and how it can be implemented.
- Ties the recommendations to the analysis and data in the paper, and takes feasibility into account.

5. Strategic assessment

A paper assessing the trajectories of an issue with strategic impact over the medium or long term. It analyses its trends, underlying factors and the interaction of the forces shaping it, and builds scenarios to estimate its outcomes and repercussions. Its central question: where is the issue heading, and what is the impact of its trajectories?

- Between 2,500 and 5,000 words.
- Defines the strategic issue, its time frame and geographic scope, and the question it seeks to answer.
- Analyses trends, structural factors, actors and their interests, and explains how they interact.
- Builds distinct future scenarios and sets indicators for tracking whether each is materialising.
- Identifies the most likely path, stating its assumptions and the limits of the assessment.
- Offers implications or strategic options open to discussion, not general recommendations detached from the analysis.
- Relies on reliable and varied sources, and makes clear the difference between established information and forward-looking estimates.

6. Book review

A piece introducing a book relevant to the Center's interests, presenting its subject, ideas and contribution, and offering a balanced critical reading of it.

- States the book's basic details: title, author, publisher, place of publication, year of printing, number of editions if more than one, and number of pages.
- Presents the book's idea, structure and main themes, without merely summarising its chapters.

- Discusses the author's method, arguments and sources, and sets out its strengths and contribution to knowledge.
- Points to the book's limits or contested points, with examples from its content and in a fair critical manner.
- Explains the book's importance and its relevance to readers or to current research debate.
- Distinguishes between two tracks: presenting the book, which focuses on its content and structure, and reviewing it critically, which assesses its arguments, method and contribution.
- Respects the author's rights, does not reproduce long passages from the book, and references quotations and page numbers.

7. Translations

The Center accepts translations of material relevant to its interests, after verifying their suitability and the rights to translate and publish them.

- The details of the original text, its author, source and publication date are stated.
- The translation is accurate and sound, with terms, names and references checked.
- The translator obtains the necessary permission where publication requires it.
- A translation already published without saying so, or one the submitter has no right to submit, is not accepted.
- Machine translation alone does not count as a translated work meeting these conditions; the translator remains responsible for the soundness and accuracy of the final text.

8. University theses and dissertations

The Center accepts theses and dissertations prepared for publication when they fall within its field and make a contribution to knowledge or practice. They are referred to a specialist assessment, and the Center may

request some revisions before approving the final version. Accepting a thesis for assessment does not commit the Center to print or publish it unless this is agreed.

9. Book publishing and printing

The Center accepts proposals for books and publications prepared for publication in fields within its scope and interests. They are referred for academic and editorial reading and assessment, and the author may be asked to make revisions before the final version is approved. An agreement is made with the author through a formal contract covering rights, printing costs and the number of copies, and the Center retains the intellectual property rights.

4. Referencing

The Center uses a single style for referencing sources and notes, and asks authors to give reference details that allow readers to find and check them.

- Books: author's name, book title, translator's name if translated, publisher, place of publication, edition number, year of publication, page.
- Journals: author's name, article title, journal name, issue, place of publication, year of publication, page.
- Newspapers: writer's name, article title, newspaper name, issue, place of publication, date of publication.
- Online sources: name of the writer or organisation, title of the material, website name, date of publication, link, and date accessed.
- Repeated citations: op. cit., page number.

Data, tables, maps and images are referenced where they appear, and a list of references is included at the end of the material where its type requires.

5. Publication ethics

- Keeping unpublished material and assessment reports confidential, and not using them for personal benefit.
- Assessing material on its quality, originality, method and relevance to the Center's interests.
- Informing the author of the publication decision and any required revisions, and preserving their right to discuss them.
- Not publishing, quoting or reusing the material before the necessary approvals are obtained.

6. Intellectual property

- The Center retains the intellectual property rights to material published on its website and official platforms, in line with the agreement between the two parties.
- Material published by the Center may not be republished; anyone who does so bears the legal responsibility.
- The Center publishes research material free of charge and charges researchers no fees for receiving, assessing or publishing it.

End

From Knowledge.... to Wisdom

Follow the Center's publications on social media

www.alraialrashid.org

Tap