

**Updated August 2018**

### **Introduction**

The *Security and Human Rights Monitor (SHRM)* is a multifaceted platform that provides analysis on the work of the OSCE, as well as on security and human rights challenges stemming from the OSCE region and beyond. It looks at the challenge of building security through cooperation across the northern hemisphere, from Vancouver to Vladivostok, as well as how this experience can be applied to other parts of the world. It aims at stimulating thinking on the question of protecting and promoting human rights in a world faced with serious threats to security.

The SHRM, formerly known as the journal *Security and Human Rights* and before that, the *Helsinki Monitor*, has its origins in the Helsinki process that was designed during the Cold War, to bridge East and West on the basis of common principles and cooperative security. The SHRM is much more than just a journal though; this newly launched website publishes academic articles, short critical pieces in the policy section, interviews with high-level politicians and experts, as well as short articles on OSCE-related news. This online accessibility invites a greater audience for increased interactivity and discussion amongst users.

Topics covered on SHRM include: Conflict prevention; protracted conflicts in the OSCE area; East-West relations; Minority issues; Democracy building; Human rights; Counter-terrorism; Cooperative security.

The SHRM not only reflects on developments, it draws attention to problems, and contributes to the policy-making discourse. With its thorough analysis and thought-provoking pieces, the SHRM is a must-read for all those interested and involved in the OSCE, cooperative security and human rights.

The SHRM is the only open-access platform that publishes regularly on OSCE-related topics. It is a respected and well-known source of information and analysis in OSCE circles and beyond. If you wish to reach out to OSCE policy-makers, diplomats, and journalists, you should submit your work to the SHRM. You have a good chance of helping to launch an informed debate and influence the policy discussion. Moreover, the SHRM is interesting for academics working in the field of security and human rights, as the Monitor has a strong peer review system characterized by speed: articles can be published online within a few weeks, thus allowing for thorough academic analysis on topical developments. Finally, the SHRM has the support of the acclaimed academic publisher Brill, which will publish once a year a hard copy of the academic articles the Monitor has published online.

### **Submissions to the SHRM/POLICY COLUMN**

The SHRM is open to contributions to its policy column from experts who wish to reach an engaged audience of policymakers, practitioners and journalists in the field of the OSCE and of security and human rights more generally. Please consider the following guidelines before submitting your work.

- Choose a thematic or country-specific topic.
- Stick to a concise analysis and develop a clear message. You may also include policy recommendations or personal opinion.
- Use a concise and clear title.
- Stay within the limit of 1000-1200 words.
- Use UK or US spelling consistently throughout your article.
- Indicate your sources through hyperlinks rather than footnotes.
- Place direct quotations in quotation marks.
- Submit the article as a flat text (Word Document).
- Include a short biography of yourself.

### **Before Submitting**

Email a short outline of a potential article containing topic, length, and possible deadline. We will get back to you with an answer as soon as possible.

### **Submitting**

Anything you wish to send to the SHRM policy section – and the same goes for the section presenting the news and interviews – must be communicated to the Web Editor-in-Chief, Stephanie Liechtenstein: [Stephanie.liechtenstein@yahoo.com](mailto:Stephanie.liechtenstein@yahoo.com)

### **After Submitting**

After sending your submission to the SHRM team, the Web Editor-in-Chief, together with a small team of SHRM Editorial Board members, will work together with you to bring your article in line with our publication guidelines and suggest any changes, if needed. Throughout this process, you should be accessible via email.

Should you have any further questions please contact the Web Editor-in-Chief.

## **Submissions to the SHRM/ACADEMIC ARTICLES**

### **Before Submitting**

Email an outline or a summary of a potential article: containing length, topic, and possible timeline needed for the finalisation of the article. We will determine whether it fits within our scope or not. We will then email letting you know whether or not we would like you to send the full manuscript (if it is ready). We will guide you in the process so please be in touch with us as it will increase the chance that the article will be published in an efficient and timely way.

### **Submitting**

Manuscripts should be sent to the following email addresses: [jpampolina@nhc.nl](mailto:jpampolina@nhc.nl) and [shr@nhc.nl](mailto:shr@nhc.nl). Be sure to check the guidelines before submitting to ensure the formatting is correct.

### **General instructions**

- Please deliver the file as a flat text, with as little formatting as possible.
- The title of the manuscript should be as concise as possible.
- The total length of an article should be between approximately 5,000 and 7,500 words (exclusive footnotes, abstract, tables, figures and appendices).

### **Abbreviations**

Before an abbreviation or acronym is used, the text should be given in full. For instance: The European Union (EU) was able to ...

### **Abstract**

Please include a 100-word abstract, submitted on a separate page, which briefly summarises the main points of your article. For example:

This article explores the notion of preventism and how it relates to disaster risk reduction (DRR). It then ponders how the combination of preventism with DRR may influence human rights. Different scenarios are considered in which the interaction of these concepts is relevant. The main argument is that preventism may lead to more DRR initiatives and that this may well be considered a positive development to a certain extent, but that care should be taken not to jeopardize human rights in this process.

### **Bibliography**

Please use footnotes and not endnotes.

When indicating sources, please use the style as indicated below:

- A. Bloed and W.J. de Jonge (eds.), *Legal Aspects of a New European Infrastructure*, Europa Instituut and the Netherlands Helsinki Committee, Utrecht, 1992.

## *Submission guidelines*

- P. van Dijk, 'The Relation between the European Convention on Human Rights and Fundamental Freedoms and the Human Dimension of the CSCE', in A. Bloed and W.J. de Jonge (eds.), *Legal Aspects of a New European Infrastructure*, Europa Instituut and the Netherlands Helsinki Committee, Utrecht, 1992, pp. 23-33.
- P. van Dijk, 'The Relation between the European Convention on Human Rights and Fundamental Freedoms and the Human Dimension of the CSCE', in *Security and Human Rights*, 1991, no. 4, pp. 5-14.
- Netherlands Helsinki Committee, *Annual Report 2008*, The Hague, 2009. Retrieved 30 July 2018, <https://www.nhc.nl/assets/uploads/2017/06/Annual-Report-2008.pdf>.

### ***Biographical note***

All articles should contain a short biographical note following the title. The note should follow the author's name, current affiliated institution, and should also contain the author's contact information.

Please use the format as seen in the example below:

*Christophe Paulussen (in italics)*

Senior researcher, T.M.C. Asser Instituut and research fellow, International Centre for Counter-Terrorism – The Hague

[c.paulussen@asser.nl](mailto:c.paulussen@asser.nl)

### **Copyright**

Please note that if you copy long text passages, figures or tables from other works, you must obtain permission from the copyright holder (usually the original publisher) for both the print and the online format. The source must be acknowledged in the legend or table heading. If the reference to the source is not in English, please provide a translation in square brackets after the reference in the source language.

### ***Images/Figures***

All artwork files included with manuscripts accepted for publication must be high resolution (300 dpi or higher). Any text should not be smaller than corps 8.

### ***Keywords***

Articles are classified by using keywords. Please suggest three to eight keywords for your manuscript. The keywords should be placed beneath the abstract and should be comprehensive, reflect the essence and major aspects of the work, and be as precise as possible. The keywords should not be capitalised and words should be separated with a hyphen instead of a semi-colon.

## *Submission guidelines*

For example:

preventism – disaster risk reduction – human rights

### **Process Timeline**

1. Once you have submitted your article, you will be contacted by email confirming receipt, usually within 2-3 days.
2. The submitted article will be provisionally assessed by the Managing Editor, if need be in consultation with the Editor-in-Chief (Christophe Paulussen) to determine whether it prima facie fits the scope of the Monitor.
3. If so, the article will be submitted to the editorial board for peer review, this usually takes some three weeks.
4. After at least three board members have provided their input, the article will be sent back to the author to make any changes based on the comments made by the editors. If needed, the article will be sent to the Editor-in-Chief for an additional check. Depending on the feedback received you will have approximately two weeks to edit.
5. The editors will review the changes made and determine whether the article is now fit for publication.
6. If so, the article will be sent to our English language editor for a final and marginal check (the author remains responsible for the quality of the English language) and editing, this can take up to a week.
7. Once this has been complete, the article will be sent back to the author to determine whether the changes made are acceptable. This is the final chance to make any minor changes.
8. The article is then formatted by the Managing Editor to fit the structure/layout of the SHRM.
9. The article is sent back in the final layout to the author one last time for approval. Unless absolutely necessary, changes at this point are no longer possible.
10. The article will be published.

As you can see there are many steps in this publishing process. It is therefore imperative that you are accessible during this process and respond quickly to our emails. If you foresee that you will be away from dependable internet for a significant period of time after your submission, let us know well in advance, or as soon as possible.

Thank you very much for taking these guidelines in consideration. Should you have any further questions please contact the Managing Editor of the SHRM:

Jennifer Pampolina  
Communication Officer  
[jpampolina@nhc.nl](mailto:jpampolina@nhc.nl)