

Updated February 2023

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 inform you 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 regularly 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: mrilovic@nhc.nl and 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.

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- 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

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.

For example:

preventism – disaster risk reduction – human rights

Review process

The Journal applies a double-blind peer-review, meaning that the names of both the author and reviewer are not disclosed. Reviewers include members of the editorial board, as well as

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external reviewers. Reviewers are professors and practitioners who are experts in the fields the journal specialises in. Each article will be assessed by at least two reviewers.

The Journal occasionally publishes short reviews of books within the scope of the Journal. In the case of book reviews, the editorial staff of the Journal assesses and suggests edits for submissions. Therefore, these submissions are not subject to the Journal's double-blind peer review process.

Reviewer Guidelines

Reviewers are asked to provide comments on:

- **Content:** Are the interpretations and conclusions sound and justified by the data presented? Is this a new and original contribution? Are there any brief additions or amendments (words, phrases) or an introductory statement that will increase the value of this manuscript for an international audience?
- **Structure, style, format and length:** Are the presentation, organisation and length satisfactory? Can parts of the paper be deleted?
- **References:** are all references adequate and are they necessary?
- **Language:** Is the quality of the English language satisfactory?

Based on their assessment, reviewers will recommend the article for publication in its current form, suggest that the author make minor revisions, suggest major revisions to the submission, or recommend rejection. In case of strong divergence between the two assessments, the editor-in-chief will review as well and decide on the way forward.

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 reviewers. The review process usually takes some three weeks.
4. After at least two reviewers 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. After the changes are implemented, the article will be sent back to the reviewers. If the article requires additional corrections at this stage, it will once again be sent to the author with the comments of the reviewers. Any additional changes should be implemented within two weeks.
6. After the edits are made, the Managing Editor will check whether the reviewers' comments have been implemented.

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7. 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.
8. 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.
9. The article is then formatted to fit the structure/layout of the SHRM.
10. The article is sent back in the final layout to the author for approval. Unless absolutely necessary, changes at this point are no longer possible.
11. 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:

Marcela Rilovic
Executive Editor
mrilovic@nhc.nl