

The *Journal of Politics and Democratization*(JPD) seeks to publish scholarly research that focuses on important issues for the field of study that demonstrates a high standard of excellence in conceptualization and methodology. An important criterion for publication in the journal is the extent to which the submitted research advances understanding of politics and democratization. It is the goal of JPD to appeal to a diverse international audience, authors must be able to show how their research responds to research questions of general political interest.

The JPD publishes only original work. Submissions should not include anything that has already been published or that is forthcoming in other places as it could violate the copyright of the other publisher. Similarly, the JPD will not consider submissions that are currently under review by another journal. If there are any questions about whether these policies apply in your case, you should address them in a cover letter to the editors.

The JPD uses a blind review process. The first step in this process is a blind, in-house assessment by editorial staff aimed at determining whether the submission is of sufficient quality and an appropriate fit for the journal. Every article submitted is read and reviewed by the editor-in-chief and at least one additional member of the editorial staff. The editorial office seeks to promptly consider each article, during which time each article is discussed at a weekly editorial staff meeting. At this point in the review process, our purpose is to determine whether or not we will send the manuscript out to external referees. In all cases that do not pass this review, authors can expect to receive word of the decision in a timely manner, along with an explanation for this editorial decision. The goal of the editorial office is to treat each manuscript with the seriousness it deserves, to subject each to careful consideration, and to render editorial decisions that offer clear explanations and useful comments.

Those submissions that clear the internal review process are then sent out for external review according to a standard double-blind referee process. We typically seek two reviews, and select a diverse group of scholarly reviewers capable of approaching a manuscript from a range of pertinent scholarly perspectives. We expect that reviewers will return their reports within four to six weeks. Based on referee reports and his own careful reading of the article, the editor will then decide whether to accept a submission, reject it, or offer the author(s) the opportunity to revise and resubmit the manuscript. Authors will have access to all reviewer reports, and will receive a letter from the editor clearly explaining his decision. You should follow the guidelines for preparing an anonymous submission in the "Specific Procedures" section that follows.

The JPD accepts only electronic submissions. When submitting manuscripts to JPD, be aware of the following file type restrictions. Do not submit files as PDF documents. The JPD staff will create a PDF document from the Microsoft Word files you submit, which will ensure anonymity. The web site provides detailed information about how to submit, what formatting is required, and what type of digital files may be uploaded. Please direct any questions to the journal's editorial offices to the following addresses: [t.sharashenidze@gipa.ge](mailto:t.sharashenidze@gipa.ge) (Dr. Tornike Sharashenidze), [n.dolidze@gipa.ge](mailto:n.dolidze@gipa.ge) (Dr. Nino Dolidze), [tanderson@troy.edu](mailto:tanderson@troy.edu) (Dr. Terry Anderson).

## Specific Procedures

Manuscripts should be no longer than 12,000 words, including text, all tables and figures, notes, references, and appendices intended for publication. Font size must be 12 point for all parts of the submission, including notes and references, and all body text (including references) should be double-spaced. Include an abstract of no more than 150 words. The abstract must state precisely the intellectual problem under consideration, the method or argument addressed to the problem, and the conclusions reached by the author(s) and must be no more than 150 words. All formatting must follow requirements in the *Publication Manual of the American Psychological Association* (6<sup>th</sup> edition).

Explanatory footnotes may be included but should not be used for simple citations; but do not use endnotes. For submission and review purposes, place tables and figures approximately where they fall in the text, but with an in-text locator for each, in any case, e.g., [Table 3 about here]. Submissions that violate our guidelines on formatting or length will be rejected without review.

If a manuscript contains quantitative evidence and analysis, describe the procedures in sufficient detail to permit reviewers to understand and evaluate what has been done and, if the article is accepted for publication, to permit other scholars to replicate your results and to carry out similar analyses on other data sets. For example, if your research employs a survey, provide sampling procedures, response rates, and question wordings; calculate response rates using one of the standard formulas given by the American Association for Public Opinion Research, *Standard Definitions: Final Dispositions of Case Codes and Outcome Rates for Surveys*. If the research was based on an experiment, provide full descriptions of all relevant experimental protocols, including methods of subject recruitment and selection, payments to subjects, debriefing procedures, and so on. In any case involving human subjects, the JPD will require certification of appropriate institutional review and/or conformity with generally accepted norms. Authors may be asked to submit additional documentation if procedures are not sufficiently clear within the body of the manuscript.

If your submission is accepted for publication, you may also be asked to submit high resolution digital source files of graphs, charts, or other types of figures. Following acceptance, all elements within any tables submitted (text, numerals, symbols, etc.) should be accessible for editing and reformatting to meet the journal's specifications, e.g., they should not be included as single images not subject to reformatting.

If your previous publications are cited, please do so in a way that does not make the authorship of the work being submitted to the JPD obvious. This is usually best accomplished by referring to yourself and any co-authors in the third person and including normal references to the work cited within the list of references. Your prior publications should be included in the reference section in their normal alphabetical location. Assuming that in-text references to your previous work are in the third person, you should not redact self-citations and references (possible exceptions being any work that is "forthcoming" in publication, and which may not be generally accessible to others). Manuscripts with potentially compromised anonymity may then be returned, potentially delaying the

review processes.

