

Decolonial Horizons

Research Journal of GEMRIP

Editorial Guidelines

The academic journal *Decolonial Horizons* receives original and unpublished articles. Authors should certify in writing that their articles have not been published in other journals, regardless of their format (printed or online).

The journal accepts articles written in Spanish, Portuguese and English.

The editorial guidelines listed below are a means to safeguard the process of reviewing. It is essential that all articles carefully follow these guidelines in order to avoid delays in the publication process.

Document format

Articles should be submitted in electronic format (either .rtf, .doc, .docx, .odt, or .pages), A4 format, «Times New Roman» font with the following sizes: 16 for the article title, 14 for titles and subtitles, 12 for the body text, 11 for indented quotations and notes, and 10 for footnotes.

The text should be single spaced and justified. All paragraphs should be first-line indented at 0.5 cm, except the first paragraph after a title or subtitle, which begins at the margin without indentation. Indents must be defined in the document format, please do not use the «tab» key.

Different levels of headings should be in the following formats: bold for title 1, bold and italics for title 2, and italics for title 3.

Each article must include two one-paragraph abstracts (extension up to 100 words) in English and Spanish respectively.

Each article should also include a minimum of 4 keywords in both English and Spanish.

Due to the peer-review process, the author's information must be stated on a separate page, clearly identifying the author's name and short bio. The short bio should include the following data: current position and institution where the author works/researches, highest academic degrees achieved, and information on other areas such as research projects and/or publications.

All pages should be numbered on the bottom right corner.

Ethical code

All articles should respect and acknowledge the intellectual work of other authors and, therefore, citations or references to external work must clearly identify the article by authors or institutions whose ideas are cited. Plagiarism is sufficient cause both for removing the article from *Decolonial Horizons* as well as banning the author from future submissions.

Similarly, in the event that the article contains tables, charts, graphics, maps or illustrations, these items must be the author's work and property. Otherwise, authors must include written notice of approval for reproduction in *Decolonial Horizons* by the copyrights' holder. The file should be in high resolution (300 dpi or higher). Captions should be placed within the text. Files should be named in consecutive order.

Whenever possible, use inclusive language and avoid terms that could be discriminatory. In the event this happens in a material submitted, the editor will suggest options for its modification. If the author persists in its use, *Decolonial Horizons* reserves the right not to accept such an article.

Format for bibliographic references

In-text citations

Decolonial Horizons uses in-text citations. Partial references should appear between parentheses. Each citation must state the name of the author, date of publication and page number, especially when the reference is a direct quotation. Examples:

(Indra, 2004: xiv), (Fung, 1996: 184; Cheng, 2011: 5); (Pinkerton y Abramson, 1997: 85).

Because *Decolonial Horizons* is a multi-disciplinary academic journal, do not assume that the audience is familiar with your theoretical framework. Please include the work – and whenever possible, page number – every time you mention the work of another author. For example, the phrase:

[...] Indra argues that gender cannot be considered as a synonym of the term «woman» [...]

should appear as:

[...] Indra (2004: 4) argues that gender cannot be considered as a synonym of the term «woman» [...]

This will help the audience unfamiliar with the work of an author to better understand the analysis in the article.

The quotes which are less than 4 lines must be inserted within the text in quotation marks. Quotes longer than 4 lines should appear without quotation marks in a separate paragraph, indented at 1 cm at left and right margins, and be faithful transcriptions of the quoted text. Please use brackets « [] » for insertions or omissions in any quotation. Each quote must be clearly accompanied by the page number of the cited work.

Footnotes should be kept at minimal and numbered consecutively. The footnote number in the text should appear right after any punctuation. Footnotes should not be used for citations (which should be placed within the text). Footnotes containing citations should also follow the rule of in-text citations.

Reference list

Full bibliographic references should be included in a list at the end of the article and organized alphabetically by the author's last name. The list should be formatted with hanging indent. Do not use bullets or any other symbol at the beginning of each bibliography entry.

Please pay special attention to the format outlined below in order to prepare the bibliographic reference list:

Book with a single author

Last name, name of the author (year of publication). *Title of the book*. City: Publisher.

Example:

Bourdieu, Pierre (1977). *Outline of a Theory of Practice*. Trans. Richard Nice. Cambridge, MA: Cambridge University Press.

Book with multiple authors

For a book multiple with authors, the second and other authors will be listed by name and last name respectively.

Example:

Bruce, Steve, and Steven Yearley (2006). *The Sage Dictionary of Sociology*. London: Sage.

Collective works

All collective works should appear under the editors' names. In the case of more than three authors, the last name of the first author should be mentioned in the in-text citation but all the names should be listed in the reference list.

Examples:

Watanabe, Hidetoshi, Keiichi Kaneko, and Megumi Yoshida, eds. (2004). *Vitality of East Asian Christianity: Challenges to Mission and Theology in Japan*. Delhi: ISPCK.

In-text citation:

(Mita and others, 2008)

Reference list:

Mita, Chiyoko, Hugo Córdova Quero, Aaron Litvin, and Sumiko Haino, eds. (2008). *Sociedade Japonesa e Migrantes Brasileiros: Novos Caminhos na Formação de uma Rede de Pesquisadores*. Tokyo: Center for Lusophone Studies, Sophia University.

Book whose author is an institution or association

If the author is an institution or association, it should be listed in the same way as an individual's name.

Example:

Solidarity Network with Migrants Japan (2007). *Living Together with Migrants and Ethnic Minorities in Japan: NGO Policy Proposals*. Tokyo: Solidarity Network with Migrants Japan.

In the case of cities with the same name, please specify the region and/or country. Examples: Cambridge, MA; London, Catamarca, Argentina.

Chapter in a collective work

Last name, name of the author (year of publication). «Title of the chapter». In: name and last name of editor/s (ed./eds), *Title of the book*. City: Publisher, total number of chapter pages.

Example:

Bhabha, Homi K. (1995). «Signs of Wonders». In: Bill Ashcroft, Gareth Griffiths, and Helen Tiffin (eds.), *The Post-Colonial Studies Reader*. London: Routledge, pp. 29–35.

Articles

Last name, name of the author (year of publication). «Title of the article». *Journal* volume, Number (month/period): Total number of pages.

Example:

Baumann, Martin (2000). «Diaspora: Genealogies of Semantics and Transcultural Comparison». *Numen* 47: pp. 313–337.

Thesis, dissertations or other unpublished materials

Last name, name of the author (year). «Title». Conference or academic institution, city, state, country, date.

Example:

Hirschman, Charles (2003). «The Role of Religion in the Origins and Adaptation of Immigrant Groups in the United States». Paper presented at the conference on «Conceptual and Methodological Developments in the Study of International Migration». Princeton, NJ, Princeton University, May 23–25.

Encyclopedias or dictionary entries

Follow the same format as a chapter in a collective work.

Example:

Pinkerton, Steven D., and Paul R. Abramson (1997). «Japan». In: Donald James West y Richard Green (eds), *Sociolegal Control of Homosexuality: A Multi-nation Comparison*. Heidelberg: Springer, pp. 67–86.

Electronic texts

Last name, name of the author (year of publication whenever available). *Title of the Book*. City: Publisher; or «title of the article». *Name of the Journal* volume, Number (month/period): page numbers. [electronic book or digital journal]. Available at: <URL> [access date].

Example:

Gould, Stephen Jay (1994). «The Geometer of Race». *Discover* (November). [digital magazine]. Available at: <<http://discovermagazine.com/1994/nov/thegeometerofrac441>> [Accessed March 2, 2013].

Interviews

The real name of the person interviewed should only be used with written consent. Otherwise, the author must use pseudonyms for their interviewees. In the references list they appear as follows:

Last name, name or pseudonym of the interviewee. Place and date of the interview.

Example:

Córdova Quero, Hugo. Interview conducted in Berkeley on March 7, 2013.

References in non-European languages

References in non-European languages whose characters are not Latin, should be transliterated into Latin characters. Translation into the language of the article should appear between « [] ». Example:

Inaba, Keishin (2009). «Shūkyōteki Ritashugi Shakai Kōken no Kanōsei» [religious altruism: possible contributions to society]. In: Keishin Inaba and Yoshihide Sakurai (eds), *Shakai Kōken Suru Shūkyō* [religious contributions to society]. Tokyo: Sekaishissha, pp. 30–51.

External evaluation process

Articles are subject to external peer reviews before being accepted for publication in *Decolonial Horizons*. When a submission is received, the editors will ensure that the material meets the editorial standards specified herein. If the material does not comply with editorial guidelines, it will be returned to the author for its suitability for publishing standards. After completing this process, when the author has resubmitted the article, we will proceed to send the article to an external reviewer, who has three months to submit a report. The reviewer will not know the author's name. The content of the report is confidential and will be shared only with the author, who will not know the name of the reviewer.

The reviewer will determine whether the article is:

Recommended for publication without changes.

Recommended for publication with partial modifications.

Not recommended for publication.

In the case that the reviewer determines that the article is recommended for publication with partial modifications, the author has two months to rework and resubmit the article for publication by closely following the recommendations of the reviewer. If any of the reviewer's recommendations are not considered, the author must send a written note to state the reason.