

International Diplomatic Review Journal (IDRJ)

Journal Policy and Instruction to Authors

1. About IDRJ

The International Diplomatic Review Journal (IDRJ) is a peer reviewed journal managed by the Dr. Salim Ahmed Salim Centre for Foreign Relations. It serves local and international institutions, researchers, graduate students, policy makers and other stakeholders working towards solving social, political and economic problems and other related issues in Tanzania, Africa and the wider global community.

2. Scope

The IDRJ publishes research articles, review articles, book reviews, ambassadorial notes and policy briefs about theory, practice, processes and outcomes of diplomacy and related fields of:

- International relations
- Peace
- Conflict
- Economic diplomacy
- Language in diplomacy
- International security
- Diaspora and immigration
- Civil-military relations
- Organised crime
- Regional cooperation
- International development
- Negotiations
- Refugees
- Diplomatic communication
- International trade
- Global governance
- Strategic partnership

3. Publication Frequency

Regular issues are published twice a year in June and December. Supplement issues may be published occasionally at any other time of the year.

4. Privacy Statement

The names and email addresses entered in this journal will be used exclusively for the stated purposes of this journal and will not be made available for any other purpose or to any other party.

5. Submission of Articles and Originality

Manuscripts must be original and should neither be simultaneously submitted to nor previously published in any other journal. Manuscript submission implies that consents of author(s) and the permission of any concerned institutes have been obtained. IDRJ accepts manuscripts with similarity scores of up to thirty percent (30%) on similarity/plagiarism check software.

Submissions of articles should be made via diplomatic.journal@cfr.ac.tz with a copy to janeth.malleo@cfr.ac.tz.

6. The Review Process

IDRJ uses double blind peer review system, in that manuscript author(s) do not know the reviewer and the reviewers do not know the names of author(s). A manuscript should not contain any information concerning author's name(s), institutional affiliation, etc. Information concerning author's name(s), addresses, institution, title, abstract and key words should be included in the title page and sent separately.

The review process goes through the following stages:

- 6.1 Receipt of manuscripts from author(s);
- 6.2 Initial check by the chief editor and feedback to author(s) (within two weeks from submission deadline);
- 6.3 Manuscripts sent to the editorial board for vetting before peer review;
- 6.4 Manuscripts sent to peer reviewers who are experts in respective fields;
- 6.5 Review feedback sent to the authors for appropriate corrections (within eight weeks from submission deadline);
- 6.6 Receipt of author(s) corrections matrix (a maximum of two weeks after receiving review feedbacks).
- 6.7 Articles are vetted and compiled by the editorial board ready for copyediting and publication.

7. Author(s) Guidelines

In preparing manuscripts for submission to IDRJ, author(s) should make sure that:

- 7.1 The manuscript falls within the IDRJ scope.
- 7.2 The entire manuscript is in Times New Roman font, size 12, double spaced, justified and paginated.
- 7.3 The submitted manuscript is in original editable files (MS Word).

- 7.4 All figures, images, tables, charts are embedded into the original file within their respective locations.
- 7.5 The manuscript is in gender free United Kingdom English.
- 7.6 The length of the submitted manuscript for original research and review articles is between 5,000 - 8,000 words, ambassadorial note, book review and policy brief is between 800 -1500 words.
- 7.7 The title of the manuscript is capitalized, in Times New Roman font and size 14. The length of the title is a maximum of 20 words.
- 7.8 The headings and sub headings are numbered with each word capitalized and formatted as follows:
- i) Heading level one: bold (**1. Introduction**)
 - ii) Heading level two: bold italics (***1.1 International Order***)
 - iii) If a third level is necessary: lower case roman (i. New World Order)

7.9 Referencing Style

The referencing follows the sixth edition of the American Psychological Association (APA) style. At least 50% of all references used are less than five years from the date of publication.

Some examples of APA referencing style:

i. In-text citations

APA uses the 'author-date' style of referencing. That is, in-text references (generally) appear in the following format when referencing at the end of a sentence (Author's Last Name, Year of Publication).

Example... toward class and other students (Weinstein, 2007).

When referencing at the beginning of a sentence: *Author as part of the text, (the year of publication in parenthesis).*

Example... Malisa (2004) further stressed that it is evident...

The following are examples of citing from two authors: When referencing at the beginning of a sentence, *cite both names each time the reference appears in the text. Do not use et al.*

Example: Emmanuel and Rose (2008) further stressed that it is evident...

When referencing at the end of a sentence: *Authors and year in parenthesis, use the symbol '&' to separate the authors, followed by comma to separate the year.*

Example: livestock keepers and crop farmers (Ismaeel & Ahmed, 2009).

The following are examples of citing from three and more authors:

Cite all the names of the authors the first time you cite.

Example: Kimaro, Joseph and Moureen (2006) pointed out that...

Cite the same three and more authors within the same paragraph. In this situation, cite the first author followed by et al. and exclude the year.

Example: Kimaro, Joseph, and Moureen (2006) pointed out ... Kimaro et al. also...

Cite the same three and more authors in subsequent paragraphs. In this case, cite the first author, et al., and include the year of publication.

Example: Kimaro et al. (2006) discovered...

ii. Quotations

When directly quoting from a source, the quote is enclosed in double quotation marks with author name, year of publication and page number(s) in brackets. If using a direct quotation or statistical material you must also put the relevant page numbers, example (Smith, 2006, p.121).

Quotations of less than 40 words are enclosed within double quotation marks (“ ”).

Example: “A woman must have money and a room of her own if she is to write fiction” (Woolf, 1929, p. 6).

Quotations of more than 40 words should be sent out in a block, commencing on a new line and indented 3 spaces from the left-hand margin. Quotation marks are not used for the block.

TEMCO (2011, p.62) reports that:

Donor funding was significant in the 1995 and 2000 elections, which gave donors some say in the manner in which the polls were managed. In the 1995 elections, for example, donors pressurized the NEC to allow the counting of votes at polling stations.

Note: For multiple pages, use the abbreviation 'pp.' and include the full-page range. Example: Woolf (1929, pp. 64-67) observes that...

When directly quoting from an interviewee, the quote is italicised and enclosed in single quotation marks but not indented.

Example... For instance, during the campaign rally at Chankele village, a citizen asked:

'You have said that you have worked for 30 years without any reprimand from your employer, who was the government. It seems to me that you are obedient to the government. Don't you see that if elected, you will continue to obey the government and thus fear to represent our concerns?'

iii. Bibliography

At the end of the manuscript, there should be a complete bibliography. This should be in alphabetical order, formatted as follows:

Journal Article:

Online journal article with digital object identifier (DOI)

Kshetri, Nir (2019). Cybercrime and Cybersecurity in Africa. *Journal of Global Information Technology Management*, 22(2), 77-81. Available at: DOI: 10.1080/1097198X.2019.1603527 (Accessed April 20021.)

Book:

Maundeni, Z. (2005). *40 Years of Democracy in Botswana:1965-2005*. Gaborone: Mmegi Publishing House.

Chapter in a Book:

Guion, R. M. (1991). Personnel assessment, selection, and replacement. In M.D. Dunnet & L.M. Hough (Eds.), *Handbook of industrial and organizational psychology* (pp. 327 - 397). Palo Alto, CA: Consulting Psychologists Press.

Dissertation or Thesis:

Mauer, K. F. (1976). The Assessment of Human Resources Utilization. (Unpublished D. Com Thesis). Rand Afrikaans University, Johannesburg.

Internet sources:

United Nations. (2002). New marketing strategies [online]. Available at: <http://www.admar.com/marketing2001/> (Accessed 10 December 2002).

If undated,

United Nations. (n.d.). New marketing strategies [online]. Retrieved from: <http://www.admar.com/marketing2001/> (10 December 2002).

8. The Abstract

The abstract length is 150 to 200 words indicating what the article is all about, methods, key argument/assumption, conclusions drawn and recommendations (if any), accompanied by five to eight keywords.

9. Structure of the article

The article is expected to contain the following key sections: introduction, main body, conclusions, recommendations, and bibliography. While the main body may contain additional subsections like analysis and discussion, the introduction section may contain subsections like background and methodology.

10. Copyrights and License

When the manuscript is accepted for publication, the authors agreed to automatic transfer of copyrights to the publisher. By submitting a manuscript to the IDRJ, author(s) are deemed to have granted permission to publish the manuscript. IDRJ is licensed under Creative Commons Index CC BY-NC 4.0.

11. Article types

11.1 Original Research Article

Original Research Articles present theory-based, empirical studies that employ rigorous methodology. The research must be theory-driven or result in the development of a new theory or the refinement of an existing theory. Qualitative, quantitative, and mixed methods are acceptable.

11.2 Review Articles

Review Articles are aimed at giving an overview of a particular subject within the IDRJ scope for a wider audience that includes recent advances in an area in which an author has been actively engaged. Review articles will be considered from prominent thinkers and authorities on invitation by the Editorial Board.

11.3 Ambassadorial note

This is a non-academic short advisory communication written by an ambassador. It covers a subject of interest related to experiences in the practice of international relations and diplomacy.

11.4 Policy Brief

A policy brief provides evidence-based policy advice to help makers of foreign policy to make informed decisions on a single subject. It presents research findings and recommendations that draw clear links to policy initiatives.

11.5 Book Review

The reviewed book shall not be more than six months (for an online published) and one year (for a printed book) since the date of publication. Relevant books are scholarly monographs and collections that fit within the scope of the journal. Please note that, IDRJ does not, except in very rare cases review autobiographies, memoirs and fictions.

A book review should evaluate the arguments of a book rather than repeat information readily available in the book or online. In other words, it should not be a chapter-by-chapter summary of a text, but rather a critical discussion of its themes, structure, and style that places the text within the context of scholarly literature.