

GUIDELINES FOR CONTRIBUTORS TO *INSIGHTS*

- **Objective.** *Insights*, the flagship journal of the Middle East Institute (National University of Singapore), is intended to advance our understanding of the Middle East and the webs of trade, religious, kinship and friendship ties that bind the Middle East and Southeast Asia.
- **Target readers.** *Insights* is targeted at a wide readership, ranging from scholars and policymakers to the business community and students.
- **Content and style.** While articles submitted for publication must provide critical analysis and be able to stand up to academic scrutiny, they should cover issues that are of concern to practitioners and be written in accessible language.
- **Review.** Articles will be subjected to a blind review process involving in-house or external researchers.
- **Length.** Articles should not exceed 3,000 words; the ideal length is 2,500 words.
- **Originality.** Manuscripts submitted for publication should be original. If previously published material is submitted for publication, please provide written permission from the publishers.
- **Use of third-party material.** If citing substantial chunks of text from third party material or reproducing *in toto* third-party tables, charts, maps, images and other figures, please provide written permission from the copyright holders, along with their attribution guidelines. If using images available under Creative Commons licences, please give due credit, as shown at [this](#) link.
- **Accuracy/validity.** While the editor will make every effort to ensure that the content is accurate and meets academic standards, contributors bear ultimate responsibility for the accuracy of their facts and validity of their assessments and conclusions.
- **Citations.** Please use footnotes (not endnotes or in-text citation) and cite according to the [Chicago](#) style. When citing online publications and credible internet sources, please note that it is not enough to provide a hyperlink; please also provide full details such as name of individual or institutional author, name of publication or website, date of publication, etc. Please do not insert hyperlinks within the body of your papers.
- **Language matters.** We adhere to British usage, spelling, punctuation style and date conventions. One exception is our use of double quotes in the first instance – whether for terms/phrases, sentences or *even single words* – and single quotes for quotes within quotes. Please avoid gratuitous use of scare/shudder quotes.
- **Publishing format.** *Insights* articles are published online – initially as standalone articles and subsequently as part of thematically compiled volumes.

Thank you very much for your contribution.