

Submission Guidelines

For *Oraxiom: A Journal of Non-Philosophy*



Oraxiom: A Journal of Non-Philosophy

This document was prepared June 2 2018

This document was last updated on July 25 2018

[Note: The submission guidelines for *Oraxiom* is treated as a living document and is subject to change. Any changes will be listed below the original date of preparation.]

Please read the guidelines below.

Please note that manuscripts that do not conform or follow guidelines may be rejected.

➤ **General:**

- *Oraxiom* accepts unsolicited manuscripts. As our journal produces more issues, our admission rate will be determined based off previous results.
- We do not provide payment for submitted material.
- Submitting your work to *Oraxiom* means you agree to publish it with us once the manuscript has underwent all necessary steps to see publication, and that you accept the copyright license our journal operates with.
- Please submit manuscript proposals via the online submission system available at <http://oraxiom.org/index.php/OJNP/information/authors>. Submissions will be accepted via the email oraxiom@isshs.edu.mk only in special circumstances.
- We encourage e-mail inquiries and correspondence prior to submission.
- We only consider unpublished material. Please do not submit *any* previously published material. Only under special circumstances substantially revised versions of previously published writings will be considered for review.
- Simultaneous submissions (more than one at once) are not welcomed.
- There are no precise limitations regarding length of submissions. We welcome submissions ranging from 1000-8000 words. Until more issues are produced, this range will serve as a standard.

- *Oraxiom* uses non-binary gender pronouns wherever appropriate. Misgendered persons and dead-naming of trans people will be asked to be corrected.
- *Oraxiom* encourages the use of singular *they* or its inflected or derivative forms, them, their, theirs, and themselves (or themselves), as an epicene (gender-neutral) singular pronoun.
- Articles must be written in clear, grammatical English. *Oraxiom* provides assistance with language editing, proofreading, and copy-editing upon a successful review process.

➤ **Types of Material Accepted:**

- Short Essays (ranging from approximately 1000-4000 words).
- Scholarly Articles (ranging from approximately 5000-7500 words, with exceptions).
- Reviews (both book reviews and review essays, between 1500-5000 words)
- *Oraxiom* also invites and curates creative and artistic material. This includes the following: poetry, manifestos, visual arts, and other non-standard experiments.
- Material should fall under *both* the scope of the journal *and* the journal's themes for its call for papers in each issue.

➤ **Submission Format**

[**Note:** follow the instructions closely below to guarantee the editors and reviewers involved will read a clean and finalized version of material prior to the review process begins.]

- To maintain anonymity during the blind review process, put names, affiliations, abstract (maximum 300 words), biographical note (maximum 200 words), contact information (mailing address, phone number, and email) all on a separate title page.
- Citations to the author's own works should be made in a way that does not compromise anonymity.
- All files must be sent as Microsoft Word/Open Office document files (such as .doc, .docx, .odt, etc.).
- Please name file: surname_abstract, and provide it in the above stated format (e.g. smith_abstract.doc).
- Please set up submission in A4 letter-sized format (210mm x 297mm, or 8.26" x 11.69"), with 1" margins, double-spaced, left-indexed, using a standard typeface (such as Arial, Helvetica, or Times New Roman) and 12-point font size.
- Please paginate your material at the bottom of the page and centered.
- Do not use *any* templates. Set "Styles" to "normal."
- Images: Please indicate page number and caption in text (refer to Style Guidelines for more information).
- Citations: refer to Style Guidelines.

- Bibliographic references: in the footnotes of the page where the quote appears (the first time as full-length references, the remaining references as abbreviated).
- Please use minimal document and font styling in submission. Avoid from bolding.
- If the author is using material that is copyrighted (such as photographs, lengthy quotations from previously published material, etc.), the author must obtain permission prior to submission.

➤ **Submission Process - Timing and Response:**

- Responses will be provided via the online submission system and/or e-mail correspondence.
- Allow between two-to-four working weeks for initial editorial reply.
- We will normally publish one issue per year by the end of each year. Please plan ahead upon submission with that being stated.
- Allow at least four-to-six months for editorial engagement and peer review process.
- Upon acceptance of material and having checked that our guidelines are followed, the editors will then send the material to be double-blind refereed. On the basis of the advice provided by the referees, the editors will decide whether the material is appropriate for *Oraxiom*. In the instance of it successfully passing double-blind refereeing, we will then work with the contributor to see the material to its final publication.
- When material is accepted and published in *Oraxiom*, authors will receive two free copies of the journal in which their work appears and in the case that the issue has a print publication. The copies will be sent to authors upon publication to the information provided listed in the submission format above. If at the time of publication contact information is changed, the author must provide the new information.

➤ **Peer-review process:**

- For our first issue, please consider that the timeline of publication will be between four-to-six months depending on submission of the material; for future issues, we will extend this timeframe.
- To ensure the integrity of the blind peer-review process for submission to *Oraxiom*, every effort should be made to prevent the identities of both parties (contributor and reviewer) from being known to each other.
 - The following steps should be taken in order to maintain integrity to anonymity between both parties:
 - The author/s of the document have deleted their names from the text, with “Author” and year used in references and footnotes, instead of the author’s name, article title, etc.
 - With Microsoft Office/Open Office document files, author identification should also be removed from the properties of the

files. For instance, with Microsoft Word, follow these steps: click “File” > “Save As” > “Tools” (or “Options” on Mac) > “Security” > “Remove personal information from file properties on save” > “Save”.

- With PDFs, the authors’ names should also be removed from the Document Properties found under “File” on Adobe Acrobat’s main menu. (Submission of PDF files will be allowed in the case of curated artistic work with multiple works, etc.)
- Upon completion of the review process, proofs will be sent by PDF to the corresponding author/s and should be returned promptly (no more than two weeks upon receipt of proofs). Authors are requested to confirm all previously shared information upon abstract submission including biographical note, affiliation, and contact information during this time.
- In the instance that commissioned writings are involved with our review process, this is subject to a different editorial process.

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