

iNNOV8

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iNOV8

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INTRODUCTION

At iNNOV8, we are dedicated to pioneering research and innovation that transcends conventional boundaries. As an independent research center, our mission is to continuously strive for excellence by delivering valid, valuable, and timely products to the public. We are committed to providing robust solutions and contributing to the dynamic and forward-thinking landscape of our industry.

Mission

At the core of our mission is the relentless pursuit of providing innovative and impactful space for debate in pursuit of solutions. We endeavor to create content that enlightens, ensuring a meaningful impact on our audience.

Objectives

Our multifaceted objectives guide our daily efforts and initiatives. Through meticulous research, we delve into the intricacies of current trends, fostering an environment where ideas flourish and debates thrive. We are more than a research center; we are a hub of intellectual resources, channeling our expertise to benefit the public. By monitoring trends and generating innovative ideas, we contribute to the growth and elevation of the overall research landscape.

At iNNOV8, we understand the transformative power of research and its ability to shape the debate landscape. Join us on this journey as we push boundaries, challenge norms, and redefine what's possible in the ever-evolving world of research.

PUBLICATION GUIDELINES

iNNOV8 utilizes a variety of publication formats, with oversight from both the Publications Committee and the editorial team. This document provides an overview of these publication formats and outlines the rigorous protocols that iNNOV8 follows during the entire publication process, from receiving drafts from authors to sending them for reviews, and finally, editing and production.

It is important to note that iNNOV8 reserves the right to either accept or reject a submission. If your draft is accepted, this document serves as a guide for collaborating with the iNNOV8 team to ensure the successful publication of your paper.

Considering the high volume of submissions, we may receive year-round, we kindly ask for your patience as we review and respond to your communication.

iNNOV8 Publication Formats

1. Short-forms

Expert Insights

Expert Insights represent a concise and well-structured analysis of contemporary events or emerging trends within the researcher's field of specialization. These insights are intended for a broad readership and should be easily understandable by the general public.

Instead of utilizing footnotes, citations are facilitated through hyperlinks.

Approximate Length: 800 - 1,500 words.

Review Process: drafts undergo assessment by a panel of experts, which may include iNNOV8 faculty members. Reviewers' feedback will be communicated to the author for any necessary revisions.

The final draft will be approved for publication by the web editor following copyediting and plagiarism checks.

Commentaries

A structured presentation of opinions and interpretations regarding current events or emerging trends within the researcher's field of expertise, with the intended audience being a broad readership. Clarity for the general reader is essential, and the use of footnotes should

generally be avoided. Typically, these papers are authored by iNNOV8 faculty and partners or outside researchers and may be reprints from print or online publications.

Approximate Length: 900 - 1,200 words

Review Process: drafts undergo internal review by iNNOV8 faculty and the editor. Reviewers' feedback will be provided to the author for any necessary revisions.

The final draft will be approved for publication by the editor after undergoing copyediting and plagiarism checks.

Please note that commentaries already published outside of iNNOV8 will not be republished by iNNOV8 without a specific and appropriate partnership agreement with the original publisher. Additionally, if a draft has been rejected by iNNOV8, it cannot be published elsewhere with the iNNOV8 branding.

Event Reports

Event Reports encompass summaries and records of significant discussions and debates held within various iNNOV8 events and platforms.

Approximate Length: 900 - 1,200 words

Review Process: Draft reports will undergo evaluation by the editor prior to approval for publication.

2. Long-forms

Issue Briefs

An Issue Brief aims to offer a concise, analytical assessment of a public policy matter with national or global significance. It should be accessible to both well-informed individuals and the general reader.

Footnotes are expected, and authors are strongly encouraged to include tables, graphs, and other visual aids to enhance the comprehensibility of the brief.

Approximate Length: 3,000 - 5,000 words, including footnotes

Review Process: drafts undergo evaluation by at least one iNNOV8 expert. Reviewers' feedback is shared with the author for any necessary revisions.

The draft is subject to copyediting, and the author is informed of any editorial modifications deemed appropriate by the editor. The final draft will be approved for publication by the iNNOV8 editor following the completion of copyediting and plagiarism checks.

Special Reports

A Special Report, like an Issue Brief, concisely analyzes a topic that holds national or global significance. What distinguishes Special Reports is their ability to adopt a more journalistic style.

Footnotes are expected.

Approximate Length: 3,000 - 5,000 words, including footnotes

Review Process: drafts undergo assessment by at least one iNNOV8 expert. Reviewers' feedback is communicated to the author for any necessary revisions.

The draft is subjected to copyediting, and the author is informed of any editorial changes considered appropriate by the editor. The final draft will be approved for publication by the iNNOV8 editor following the completion of copyediting and plagiarism checks.

Occasional Papers

An Occasional Paper resembles an extended journal article, characterized by its high academic rigor and potential reliance on both secondary and primary research sources.

Footnotes are expected, and authors are strongly encouraged to include tables, graphs, and other visual aids to enhance the paper's comprehensiveness.

Approximate Length: 5,000 - 10,000 words, including footnotes

Review Process: drafts are subject to evaluation by at least one iNNOV8 expert. Reviewers' feedback is communicated to the author for any necessary revisions.

The draft undergoes copyediting, and the author is informed of any editorial changes deemed appropriate by the editor. The final draft will be approved for publication by the iNNOV8 editor following the completion of copyediting and plagiarism checks."

iNNOV8 Policy Briefs

An iNNOV8 Policy Brief represents a concise research output designed to provide a clear and succinct presentation of the rationale behind adopting a specific policy course of action. It should concisely (i) identify the problem, (ii) summarize the relevant facts, (iii) outline the available policy choices and their consequences, and (iv) provide a specific recommendation.

In cases where additional context is required, a Policy Brief may be accompanied by an Issue Brief that offers a more comprehensive background on the issue.

Approximate Length: 3,000 words

Review Process: to ensure stringent standards of quality and relevance, each paper will undergo review by the Publications Committee and be presented to the management for approval.

Surveys and Polls

iNNOV8 Surveys and Polls embody a methodological approach finely tuned to distill complex insights into a comprehensible and actionable format. These instruments serve as dynamic tools for capturing the pulse of public opinion or gauging specific sentiments within a target audience. In alignment with iNNOV8's commitment to clarity and precision, Surveys and Polls are meticulously designed to (i) identify key themes or issues, (ii) summarize relevant data points, (iii) present a nuanced analysis of the findings, and (iv) derive actionable recommendations.

Inherent in the design of iNNOV8 Surveys and Polls is a recognition of the importance of brevity without compromising depth. The succinct nature of these instruments ensures that decision-makers can swiftly grasp the salient insights, fostering informed and agile responses to emerging trends or public sentiment shifts.

To enhance the interpretability of survey results, iNNOV8 may accompany the survey report with a comprehensive Analysis Brief. This companion document offers a deeper dive into the methodology, data trends, and contextual factors that shape the survey outcomes.

Adhering to a robust review process, each iNNOV8 Survey and Poll undergoes scrutiny by a dedicated Evaluation Committee. This committee, tasked with upholding standards of accuracy and relevance, ensures the integrity of the data and the validity of the derived insights.

Following this thorough review, the survey results are presented to the management for final approval, solidifying the commitment to delivering high-quality, actionable insights.

Analyses

Analysis represents a judicious examination of complex issues, blending depth with clarity to provide nuanced insights. Whether in the form of a Brief Analysis or an In-Depth Analysis, these documents are crafted to (i) elucidate the core components of a subject, (ii) distill pertinent information, (iii) analyze implications, and (iv) propose strategic considerations.

Brief Analysis: the iNNOV8 Brief Analysis serves as a concise snapshot of key elements, offering a swift yet insightful overview. This succinct format aims to distill essential information for busy decision-makers, enabling them to grasp the critical aspects of the subject without delving into exhaustive details.

Approximate length: 1,500 words

In-Depth Analysis: for a more comprehensive exploration, iNNOV8 provides an in-depth Analysis. This document, with an approximate length of 5,000 words, offers a thorough examination of the subject matter. It delves into intricate details, providing a nuanced understanding of the complexities involved. The in-depth analysis is designed for stakeholders seeking a deeper comprehension of the issue, ensuring a well-rounded perspective.

Review Process: to ensure stringent standards of quality and relevance, each paper will undergo review by the Publications Committee and be presented to the management for approval.

Videos and Interviews

iNNOV8 Videos and Interviews represent a strategic convergence of visual and verbal communication, crafted to convey intricate narratives with clarity and impact. These multimedia productions aim to (i) capture key insights, (ii) present compelling narratives, (iii) analyze relevant perspectives, and (iv) offer strategic considerations.

The video format, whether a concise snapshot or a more extensive interview, is tailored to the specific needs of stakeholders. The succinct nature ensures that busy audiences can swiftly absorb crucial information, while the more extended format provides a platform for a more comprehensive exploration of the subject matter.

Approximate duration: 5-10 minutes (videos), 30 minutes to 1 hour (interviews)

STYLE GUIDE

Prefer American English over British English.

- Use (z) instead of (s): emphasize, analyze.
- Use (or) instead of (our): labor, neighbor.
- Prefer (advisor) over (adviser).

Follow this format for all writing submissions:

- Line spacing: 1.5
- Font: 12 for body paragraphs, 18 for headlines
- Typeface: Calibri
- Include the page number in the middle.

ACRONYMS/ABBREVIATIONS

- Write in all capital letters without periods: UN, NATO, WTO, COMESA, ASEAN.
- Initially, spell out the full term and subsequently use the acronym. Do not include the acronym in parentheses if the full term appears only once.
- Do not use an apostrophe before s in the plural form (NPPs, UAVs).
- Use the appropriate article before the acronym based on its pronunciation (e.g., a NATO mission or an MOX plant).
- If the acronym can be pronounced as a word, omit the article 'the' before it (e.g., WHO, BRICS). Use (a) and (an) as needed when using it as an adjective (e.g., a WHO program).

CAPITALIZATION

- Utilize capitalization only when it is essential.
- Avoid capitalizing in a general sense:
 - For instance, use The Kurdistan Regional government or the government instead of Government of Kurdistan.
 - Use Ministry of Defense (MoD) instead of defense ministry and continue the abbreviated version of the phrase throughout the paper such as MoD.
 - Use the army instead of the Iraqi Army.
 - Use the State of Turkey rather than the Turkish state.
- Capitalize regions like the global South, Far East Russia, Iran's Northeast, and the East, but not when describing directions such as Eastern Tibet or Southern Germany.
- Capitalize designations when used as a prefix to a name (e.g., Prime Minister Mohammed Ahmed), but use lowercase otherwise (e.g., the Iraqi prime minister). Similarly, for ministries and organizations, use capital letters when employing the full title (e.g., Ministry of Defense) but not when using a shortened form like defense ministry.

- Capitalize specific terms like the Iraqi Army, Iraqi Air Force, or Iranian Navy. Do not capitalize generic words like army or navy when they stand alone or are not part of an official title.
- Capitalize specific events like the Second World War and First World War.
- In regular title capitalization (headline style), capitalize the first and last words, along with all nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that). Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of their length, are written in lowercase unless they are the first or last word of the title or subtitle.

CENTURIES AND DECADES

- Write references to centuries in lowercase letters. Decades can be spelled out in words or written numerically with apostrophes. For example: The twentieth century, during the eighties and nineties or the 80s and 90s.
- If decades are identified by their century, use numerals. For example: The 1889s/1990s. No apostrophe is required between the years and the s.

CURRENCIES

- Format currency amounts as follows: IQD1000, US\$100, 100 euros, £100.
- Maintain consistency in the currency unit used.
- If multiple denominations are employed, provide the equivalent in the primary currency.

DATES

- Use the Day Month Year format, for example: 11 October 1997.
- When referring to a collective period of years, omit the apostrophe before the s. For example: during the 1980s, in the 70s.
- Write years without commas, such as 1910.

FULL POINT

- Employ periods in the case of initials, as seen in S.S. Gill.
- Abbreviations and contractions that consist of both upper- and lower-case letters should include full points, for example: Mt. (Mount), St. (Saint), Ph.D (Doctor of Philosophy). However, exceptions apply to abbreviations like Rs, Dr (Doctor), Revd (Reverend) without the need for full points, as well as Mr, Mrs, Mme, Mlle (Mademoiselle), Prof, and Col, where full points are not necessary.

ITALICS

- Typically, common or generic Kurdish/Arabic words should not be italicized, except when used in direct dialogue.
- Italicize non-English words only in their first instance, then switch to roman font for subsequent use.
- Limit the use of italics to a minimum.
- Italicize: Names of books and journals.
- Italicize: Titles of plays, films, and TV shows.
- Do not italicize: Titles of articles, Ph.D. theses, and unpublished material.

- Do not italicize: the Bible, the Koran, Upanishads, etc. Adjectives derived from the names of sacred books are generally in lowercase (biblical, scriptural), but a few retain the initial capital, like Koranic and Vedic.
- Use roman typeface with a full point for etc.
- Italicize et al. Other non-English words, such as French, Latin, etc., should be italicized following dictionary rules.

NUMBERS

- Write out numbers from one to nine and use numerals for 10 and above (one to nine; 10 and onwards), except when the number is part of a measurement (5 kWh, US\$2 billion).
- Use commas in thousands, such as 1,840.
- Hyphenate fractions, like one-third, two-thirds, and one-sixth, except for one-quarter.
- When both a whole number and a fraction are spelled out, use a hyphen only in the fraction, as in one and three-quarters.
- Decimal numbers should always be in numerals, like 1.05.
- In decimals, use the full point, e.g., 7.06, 0.76 (not .76).
- In scientific and statistical text, use the symbol % for a percentage with no space between the numeral and the symbol (35%); in humanistic text, use the word percent (as one word, not two).
- Distances, weights, and measures, such as miles, kilometers, pounds, kilograms, feet, and inches, are usually indicated in words, although long or complicated figures can be given in numerals.
- Prefer Roman numerals in cases like Dariush II, which should not be broken up in mid-sentence and should not be followed by a full stop, except at the end of a sentence.
- Use figures in 9.00 a.m. and words in nine o'clock; do not use a hyphen in half past nine.

PUNCTUATION

- Use a single space after periods.
- Avoid overusing commas, especially after words like that or while.
- When asking a question, frame it as a question itself, or if it's part of a sentence, make it clear that it's a question.
- Use colons and semi-colons judiciously; do not overuse them.
- Hyphens should be added when using a term as an adjective before a noun (e.g., A long-term plan) but not otherwise (the plan is long term).
- Employ double quotes for quotations and single quotes to emphasize a term or phrase.
- Place quotation marks and footnotes outside the period or comma.

OTHER GUIDELINES

- Avoid using (etc). or (among others) at the end of phrases introduced by (such as) or (including). For example, instead of (The indicators include level of urbanization and migration trends, etc.) use The indicators include level of urbanization and migration trends.
- Refer to countries (and ships) as 'it' and 'which,' not 'she' or 'who.'
- Do not use (the) before a country's name unless it's a plural name (e.g., the UAE, the US, the Philippines).
- Avoid excessive use of (would); use (will) instead.

- Limit the use of (Also) at the beginning of sentences. Utilize other conjunctions like (further), (moreover), (in addition), but also avoid overusing them.
- Minimize the use of (in fact).
- Avoid redundancy in words, phrases, and punctuation.
- Do not use the following phrases:
 - Hence (considered outdated)
 - Discuss about or mention about (remove 'about')
 - 20 years back (use 'ago')
 - In order to (use 'to')
 - It is not... rather, it is... (use 'instead')
 - besides when it means also, 'in any case,' or 'anyway.'

CITATION GUIDELINES

Guidelines on Citations

- Employ footnotes rather than in-text citations or footnotes.
- Follow the Chicago Manual of Style 17th Edition for formatting, as per [Announcing the Chicago Manual of Style, 17th Edition \(uchicago.edu\)](#)
- Omit access dates.

Sources for Images/Graphics

- Specify the image source in italics at the bottom of the figure (e.g., Source: *International Monetary Fund*).

Authorship Guidelines

Follow Chicago style guidelines for attributing authorship, including rules for multiple authors, corporate authors, and contributors.

Consistency and Accuracy

be reminded of the importance of maintaining consistency throughout the document and the accuracy of citation information based on the Chicago Manual of Style 17th edition.

Plagiarism Guidelines

Be reminded of the importance of avoiding plagiarism and the consequences of not properly citing sources according to the Chicago Manual of Style 17th edition.

CODE OF CONDUCT

CHARTER OF PARTICIPATION

At iNNOV8, we highly value creating an inclusive and safe environment for all attendees, irrespective of their gender identity, sexual orientation, nationality, ethnicity, religion, or disability. To achieve this objective, we kindly request all individuals associated with iNNOV8, including researchers, participants, organizers, associates, to adhere to our Charter of Participation and be aware of the consequences of any violations. Throughout our events and conferences, we will also announce specific guidelines and updates that we expect everyone to follow.

BREACHES OF THE CHARTER OF PARTICIPATION

We anticipate that all individuals involved will adhere to our prescribed standards of behavior and uphold our anti-harassment policy during events such as debates, discussion tables, conferences, and online interactions, among other research-related activities.

If event organizers request that you cease any behavior that goes against our policies, immediate compliance is expected. Should inappropriate conduct persist, organizers may take appropriate action, which could include immediate removal from the event and/or reporting to relevant authorities.

AVAILABLE RESOURCES

Reporting Inappropriate Conduct: If you experience harassment or any unacceptable behavior, please promptly notify organizer(s). Organizers will be easily accessible and present throughout the event or conference. If you witness or experience an issue and prefer to maintain anonymity, you may complete a written complaint and submit it to a member of the organizing team.

On-Site Medical Assistance:

If you require medical attention, please contact HR.

EXPECTED CONDUCT

We anticipate that all participants will demonstrate the utmost professionalism throughout the events. Expected conduct encompasses, but is not restricted to, the following areas:

Attendance and Dress Code:

Participants must adhere to the *attendance rules* and *dress code* guidelines communicated by event organizers. Some events may require valid confirmations, while others may have specific seating arrangements.

Active Event Participation:

Throughout the event, we request that all participants treat each other with respect, empathy, and consideration. Conversations should maintain an open and inclusive tone, and the use of profanity or slurs is strictly prohibited. If you decide to attend an event, we kindly ask that you remain seated for the event's duration.

Ensuring Safety:

We hope that all participants will share the responsibility for event safety and promptly inform event organizers of any witnessed dangers or misconduct. The possession of weapons or any form of violence is strictly prohibited. To maintain order throughout the event, organized demonstrations or disruptions of any kind are not permitted.

Anti-Harassment Policy:

We have a zero-tolerance policy towards any type of harassment at iNNOV8. This policy explicitly prohibits all forms of harassment, including but not limited to:

- Making offensive or derogatory comments related to gender, sexual orientation, nationality, ethnicity, religion, or disability.
- Directing offensive or derogatory comments towards other participants, their opinions, or personal expressions.
- Engaging in sexual comments or initiating unwanted physical contact.
- Displaying inappropriate images or memorabilia.
- Using violence, intimidation, threats, or stalking.
- Initiating inappropriate or unwanted social contact with other participants.
- Conducting excessive or unwanted photography of event attendees.

