

AUTHOR GUIDELINES

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The International Journal for Water Equity and Justice (IJWEJ) is an online, open-access publication co-created by The Water Center at University of Pennsylvania and the Global Water Alliance. It is hosted by the University of Pennsylvania Libraries.

REVIEW PROCESS

JOURNAL ISSUE

All authors' submissions undergo a preliminary screening by the IJWEJ team to determine whether an article meets high standards of quality and its content fits with the journal's scope and mission. Once it is approved, the Editorial Board reads the article, reviews the author's credentials, and makes a collective decision on whether to extend a publication offer. All work appearing in the Journal Issues section of IJWEJ is peer reviewed by two scholars in the field, who provide formative feedback to the author(s) during the review process.

Research-based submissions should include discussions of approach, method, and analysis. When possible, research data should be made publicly available and accessible via the Web and/or other digital mechanisms. Discipline-specific submissions should be written for non-specialists. As a courtesy to our reviewers, we will not consider simultaneous submissions, but we will do our best to reply to you within two to three months of the submission deadline. All work should be original and previously unpublished. Essays or presentations posted on a personal blog may be accepted, provided they are substantially revised.

Individual articles will continue to get published on a rolling basis, with the goal to collectively feature them in Volume 10, by Spring 2024. **Please note: The deadline for Volume 10 has passed. Any authors who would still like to be considered for this edition, may reach out to ijwej-sas@sas.upenn.edu with their inquiries. Submissions will be reviewed and published on a rolling basis.**

Please note:

- Scholarly papers include original contributions, research, analysis, review, commentary, case studies, and regional or national studies.
- Articles should be submitted as Word documents
- There is no particular word limit but a general suggestion of 4,000-10,000 words is recommended
- At this time, we are accepting submissions only in English for the Journal Issue. Submissions for the Journal Issue should use American English spelling, punctuation, vocabulary, idioms, and syntax

- IJWEJ follows the Chicago Manual of Style (CMS). Additional guidelines can be found in [author guidelines here](#)

There are no article processing charges (APC) or submission charges for any section of the Journal.

THE IJWEJ DIALOG

The IJWEJ Dialog is the featured blog of the journal. IJWEJ Dialog aims to provide an additional platform for authors and artists to share their work in this field. Multimodal publications such as photo essays, audio or visual presentations; interviews, dialogues, or conversations; and creative, artistic, experimental, and other engagements in this field will be accepted to be published within the Dialog section. Authors who wish to submit their work in languages other than English can. Successes and interesting failures are equally welcome. Discipline-specific submissions should be written for non-specialists. Although the submissions will not be peer reviewed, they will be appraised and published at the discretion of the IJWEJ team on a rolling basis. We will do our best to reply to authors of the IJWEJ Dialog submissions within three to four weeks of the submission date.

Please contact us with any questions at ijwej-sas@sas.upenn.edu.

There are no article processing charges (APC) or submission charges for any section of the Journal.

HOW TO SUBMIT (3-step process)

Instructions for submission for both, the *Journal Issue and the IJWEJ Dialog*

STEP 1: Review author guidelines

STEP 2: Complete author checklist: Within the checklist, there will be a section where you can indicate if you plan to submit your work to the Journal Issue or the IJWEJ Dialog. Authors should first proceed to the [Author Checklist page \(https://forms.gle/5y2mS5c5LuTPgJNB8\)](https://forms.gle/5y2mS5c5LuTPgJNB8), where you will be asked to affirm the following:

- The submission has not been previously published, nor is it before another journal for consideration.
- You have permission to use any and all materials included in your submission, including allowances for fair use and/or the protection of human subjects, as stipulated by your institution's Institutional Review Board.
- The text adheres to the stylistic and bibliographic requirements outlined in the IJWEJ Style Guide, i.e. Chicago 17th ed. author–date system (CMS 17) with minor modifications.

STEP 3: Email your submission: After you have completed the checklist, you will be prompted to email your submission to the IJWEJ team at ijwej-sas@sas.upenn.edu along with the following information:

1. Email Subject Line: YOUR NAME_Submission for Journal Issue / Submission for IJWEJ Dialog (as relevant)
2. Author full name
3. Author email address

4. Title of submission
5. Type of submission (i.e. Word Document, Video, HTML site)*
6. Intended area of the journal for publication (Journal Issue or IJWEJ Dialog)
7. Attachment of the paper / submission to the email
8. Affirmation that the Author Checklist has been completed
9. A 200-250 word abstract

***Please include any supplemental files with your submission.**

STYLE GUIDE FOR JOURNAL ISSUE

IJWEJ uses a modified version of the Chicago Manual of Style 17th Edition (author–date system). An overview of the Chicago style, with examples, can be found at http://www.chicagomanualofstyle.org/tools_citationguide.html. Note that Chicago requires bibliographic entries to include the full names of authors as they are credited in the book or article cited, not just the initials. Variations to this style, or style matters that CMS 17 leaves open to editorial preference, are listed below:

- Word usage adheres to CMS 5.220. Use American spellings, not British. Toward and similar words (backward, forward, upward, downward) should appear without the final. Lists should be unordered unless there is a compelling reason (for example, the list is a sequential series of steps in a task) to number the list. Items in a list should be indicated with bullets, not dashes.
- Headings and subheadings should be indicated using header styles, as explained below. (In Microsoft Word, these can be found under Format > Styles.)
 - Article titles should be in the “Heading 1” format and should be given in upper- and lower-case letters (title caps), not all upper-case.
 - Subheadings should be in the “Heading 2,” “Heading 3,” and “Heading 4,” formats, with “Heading 2” indicating a first-level subheading (such as the Introduction or a subsequent section).
 - First-level (“Heading 2”) subheadings should be given in title caps, and all subsequent subheadings should have only the first letter of the first word capitalized (sentence caps).
 - Subheadings should never end in a period or a colon.
- Subheadings should not be ordered with numbers or letters, with the exception of appendices, which should be lettered. Appendices should be indicated with first-level (“Heading 2”) subheadings.
- Submitting & Citing Images:
 - Authors are responsible for obtaining print- and online-quality images for publication, in addition to securing all necessary publishing permissions. IJWEJ highly recommends initiating permission requests as soon as an article is accepted in order to prevent article publication delays.
 - For new submissions, images should be embedded in a lower resolution file within the essay, in order to facilitate the review process.
 - Please submit color images whenever possible. Image Captions: Images should be accompanied by a caption that identifies all relevant information including, for

example, work title, artist name, date, location, material, and size. A short narrative description may also be included.

- Work of art: Henry Moore, September 3rd, 1939, 1939. Pencil, wax crayon, chalk, watercolor, and pen and ink, 30.8 by 40 cm. HMF 1551. (The Moore Danowski Trust). Reproduced by permission of The Henry Moore Foundation.
- Image database: Claude Monet, View of the Sea at Sunset, 1870–1874. Museum of Fine Arts, Boston. <http://www.artstor.org/> (accessed September 1, 2009).
- Public domain: Ugolino, his sons and grandsons in a cell facing death by starvation. Engraving by A. Raimbach after Sir J. Reynolds. Public Domain. <https://wellcomecollection.org/works/mh4hbfqq>.
- CC BY: Hudibras confronts with a pistol a club-wielding crowd, including Crowdero the fiddler with a peg leg, Talgot the butcher, and Orsin with his bear. Engraving by William Hogarth, 1768. CC BY Wellcome Images. <https://wellcomecollection.org/works/cncb8v8q>.
- AI/Large Language Model Use: You represent and warrant that your contribution is original and that you are the sole author of it and have full power to make this agreement; that any use of Large Language Models (LLMs) or similar tools (e.g. ChatGPT) is explicitly acknowledged.

STYLE GUIDE FOR IJWEJ DIALOG

The IJWEJ Dialog is a blog which provides an additional platform for authors to publish their work.

- **Both text-based and multimedia should be prepared to undergo review for their relationship to scholarly and related conversations, as well as be amenable to revision.**
- Any submissions in the form of essays or research work should use endnotes and follow the IJWEJ Style Guide conventions. When citing another author within the blog post, use the following indication: See Author Name, Article Title, in the present volume, xx–xxx.
- Multimedia submissions:
 - Authors of video and multimedia texts are advised that submissions should already be in edited and polished form.
 - Multimedia pieces significantly longer than 5-10 minutes are probably not likely to be article-equivalent, and thus might be a better match for a publisher other than a journal.
 - Please note that because of the ephemeral nature of SoundCloud, Vimeo, YouTube content, we prefer to host multimedia content on Manifold directly or you can host the multimedia content on archive.org.
 - **We assume that you have the right to use or the content is fair use.**

ACCESSIBILITY GUIDELINES

IJWEJ strives to present all content in formats that are accessible to all potential audiences, even when publishing work that incorporates a range of multimedia formats. To ensure access for the widest possible range of users— including those who may use screen readers— we ask that authors consider the following guidelines:

- When including images, provide brief alternate-text that fully describes each visual being presented, including a summary of any important information presented in flow charts, graphs, or other visualizations.
 - For some examples of what these alternate-text descriptions might look like, see the [“Images” section of Accessibility and Usability at Penn State](#), or see [Elisabeth Brewer’s section of the webtext “Multimodality in Motion: Disability and Kairotic Spaces”](#) published in *Kairos* (18.1).
 - When including video media, ensure that it is fully captioned.
 - When including audio media, provide the Editor with a full transcript of the spoken text and descriptions of any unspoken sound.
 - When including in-text hyperlinks, ensure all links include meaningful text that indicate where users will be directed (as opposed to generic “click here”).

If you would like assistance in meeting these standards, please reach out to the IJWEJ team as early as possible at ijwej-sas@sas.upenn.edu.

Special thanks:

A special thank you to Cosette Bruhns Alonso and Penn Libraries for their support to put together the IJWEJ Style Guide.
