



| RETA 2023: Guidelines for Writers

European Horizons is a global, student-led policy incubator with the mission of empowering youth to foster a stronger transatlantic bond. We invite papers to our academic journal, [*The Review of Transatlantic and European Affairs*](#). The following document includes guidelines, deadlines, and all necessary information for prospective writers. In 2022 RETA became a peer-reviewed journal. This means that if our editorial board accepts your submission, professionals and academics will offer comments and reviews on your paper, and we expect to receive them back from you with them implemented. From 2023, our Editorial Board is introducing a team-lead system, in which you or your team will be assigned a designated team leader, who will aid you with the writing process.

[Application Deadline for Writers : December 15, 2022](#)

[Paper Submission Deadline: March 1, 2023](#)

A) [Submission guidelines - How and what to write?](#)

We are looking to receive papers **3000-6000 words** in length (without footnotes and bibliography), written in academic English, preferably on one of the following topics (policy priorities):

- NATO and Transatlantic Security
- Energy and Environment
- Defending Democracy
- AI and the Digital Sphere

We invite papers that are targeted at a less broad, more **academic audience**; optimally they should be intended to be read by, and be accessible in language and content to a final-year BA student of a relevant discipline.

We are looking to receive papers that a) Discuss an issue that concerns the above topics b) offer a novel, seminal solution to it in the latter half of the piece, akin to a longer, more in-depth policy memo.

Papers should use **Chicago 17th footnotes** and bibliography format of referencing, rather than in-text (Harvard style). Writers should preferably use citation managers (Endnote 9x, Zotero, Mendeley etc.) and submit their reference library files together with the paper. Footnotes should only be used for citations, or adding brief additional information, but not to make an argument; the exclusion of footnotes from the word count should not be abused.

There is no upper limit on general co-authorship; inter-chapter co-authorship is also encouraged.

Papers should be submitted to publications@europeanhorizons.org in a Docx document, using the font **Times New Roman in size 12, with justified alignment**.

B) Timeline - What to expect?

On or before the 15th of December, you submit an application detailing:

- Your motivation and background
- Your policy priority preference
- Whether you want to write individually, or in a team
 - In the latter case, whether you already have a team

During the week following the 15th of December, our Editorial Board will:

- Select the most qualified individual and team writers, and assemble writers' teams
- Assign team leaders, who will promptly contact the selected writers and writers' teams

Between the 15th of December and the 1st of March, team leaders will:

- Design timelines for writers and writers' teams, and help them stay on track
- Assist them with topic selection
- Help them with the writing process with comments and suggestions

On or before 1st of March, we expect you to:

- Submit your paper

On or before the 5th of March, our Editorial Board will:

- Forward your piece to a selected peer-reviewer.

On the 5th of April, our Editorial Board will:

- Forward you your paper with the peer-reviewers' comments.

On or before the 20th of April, we expect you to:

- Send us your paper with changes implemented, as suggested by the peer-reviewers.

On the 30th of April, our Editorial Board will:

- Publish RETA and send you a congratulatory email with a link to the issue.

C) Details of the peer review process - How, and by whom will your paper be reviewed?

The 2022 issue of RETA uses an 'open peer-review' system, where the identities of authors and reviewers are known to each other. This method is the up-and-coming system for academic journals, replacing single and double-blind methods, as it provides transparency. Therefore, along with the feedback, you will receive the name of the reviewers. However, with all inquiries, comments etc. during the editorial process, you should always contact us and not the peer-reviewers. In addition to our pool of peer-reviewers, we will seek out academics and professionals with specific expertise in the topic of your paper.

On the 5th of April, you will receive the feedback of the peer-reviewers on your paper; one from the following four categories:

1. accept without revision
2. minor revisions need
3. major revisions needed
4. unfit for publication

In case 1), you have nothing else to do, your paper **will be published** soon, congratulations!

In cases 2-3) you will receive **comments and requests for revisions**, which we expect you to implement by the 20th of April.

In case 4), unfortunately, your paper **will not be published**. However, we do not expect papers at this stage to fall into this category, due to our rigorous application process, and team leader system.

We are very much looking forward to receiving your papers! If you have any questions please feel free to contact us at **publications@europeanhorizons.org**.