

## STYLE GUIDE

Submissions for consideration may be in any form AND should include:

- an abstract, preferably no longer than 125 words,
- the complete mailing address of the author designated to make revisions.

While submissions for consideration may be in any form, the following format is required for the final draft upon acceptance. Please submit a short biographical statement.

### I. TEXT

In-text references are used with the full information of references placed at the back of the paper (in a section titled "References"). When specifically referring to the author in the text please use one of the following CONSISTENTLY under each of the following examples:

- a. (Galtung, 1996, 2) OR (Galtung, 1996: 2) OR (Galtung, 1996, p. 2)
- b. Galtung (1996, 2) OR Galtung (1996: 2) OR Galtung (1996, p. 2)

When listing multiple sources within text– (Alger, 1996; Axelrod, 1984).

**Footnotes and Endnotes must NOT be used.** When unquestionably necessary, "Notes" only MUST be used; DO NOT employ the footnote or endnote procedure available in the word processing program. "Notes" follow the text (and are prior to the reference section) and MUST be typed as text.

Single space notes, block quotes, and the main text.

Indent for each paragraph; No extra spaces between paragraphs.

Italicize journal titles and book titles referred to in the text.

For the first usage, spell out acronyms in full, i.e., Non-Governmental Organizations (NGOs).

British and American spellings/formats are accepted -- for example, centre and center; programme and program, and 15 May 1995 or May 15, 1995. However please maintain consistency throughout the document.

Define terms clearly and, if possible, avoid jargon. Do not use *ibid*, etc, or similar terms.

Headings must be centered and in **Bold-faced**. Subheadings must be *italicized* (and left justification). Do not use all caps for either.

Tables and figures must not be any larger than 6 ½ inches by 8 ½ inches. Tables and figures MUST be in the same word processing program as the text AND integrated within the text in the appropriate location within the document.

- Do :
- 1- use Word or Word Perfect
  - 2- be CONSISTENT within your manuscript
  - 3- submit the text, footnotes, tables, figures, and references in ONE file document
  - 4- submit biographical statement in a separate file.

- Do NOT use:
- 1- page headers or footers in the electronic version
  - 2- page numbers or a title page in the electronic version.

### II. REFERENCES

List references alphabetically in the "References" section at the end of the paper.

Use a person's full name.

Roman numerals need to be converted to arabic numerals, as in volume numbers of journals and books.

Titles of books and journals must be italicized.

Multiple citations of the same author should be listed with the most recent first.

List only references used in text.

Information about books, journals, and magazines must be written in the following manner:

#### **Journals**

Smoker, Paul. 1995. "Evolution of Peace Studies." *Peace and Conflict Studies*, Vol. 1, No. 1, December, pp. 1-10.

#### **Magazines and Newspapers**

True, Michael. 1996. "Gandhi Lives." *Worcester Times*, January 24, pp. 34-36.

#### **Books**

Clark, Mary. 1988. *Ariadne's Thread: The Search for New Modes of Thinking*. Boulder: Westview Press.  
Leeming, David and Jake Page. 1994. *Goddess: Myths of the Female Divine*. New York: Oxford University Press.

#### **Chapters in a Book**

Waever, Ole. 1993. "Securitization and Desecuritization." In Ronnie Lipschutz and Beverly Crawford, eds., *Security and the Nation State*. Copenhagen: Centre for Peace and Conflict Research.

#### **Edited Books**

Alger, Chadwick and Michael Stohl, eds. 1988. *A Just Peace Through Transformation: Cultural, Economic and Political Foundations for Change*. Boulder: Westview Press.

#### **Unpublished materials**

Guha, Amalendu. 1994. "Economics and Sociology of the Global Marginal Society." Paper presented at the Conference of the International Peace Research Association, 30 October-4 November, Malta.

Shih, Cheng-Feng. 1991. "Comparative Analysis of Ethnic Conflicts." Ph.D. dissertation. Columbus: The Ohio State University.

#### **Internet documents**

Great Britain. Northern Ireland Office. 1998. "The Agreement, Text of the Agreement reached in the Multi-Party Negotiations on Northern Ireland," 10 April/Cmnd.No. 3883. Belfast: HMSO.  
<<http://cain.ulst.ac.uk/events/peace/docs/agreement.htm>> Accessed June 3, 1999.