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)
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**

**Magazines and Newspapers**

**Books**

**Chapters in a Book**

**Edited Books**

**Unpublished materials**


**Internet documents**