

Guide to Manuscript Preparation for Contributors

Revised January 2009

Please read these guidelines carefully before beginning preparation of your manuscript. They have been designed to ensure that your manuscript is passed for proofing as quickly and easily as possible.

Arrangement of the Chapter

Please arrange the manuscript in the following order, where appropriate:

1. Title and author(s)
2. Text (see below)
3. Acknowledgements
4. References (see below)
5. Tables
6. Figures and Artwork
7. About the Contributors statement (see below) and complete mailing addresses for sending proofs and correspondence
8. Endnotes

The Chapter Text

As you write your chapter, please keep in mind that the primary goal of this 3-volume reference is to be accessible as possible. Thus, your chapter should be written for a general audience—that is, overly academic language and jargon should be avoided (or at the very least minimized). Research citations are welcome—please use footnotes, rather than in-text citations (see below). Also, at the end of your chapter we ask that you provide a short list of suggested literature and websites for further exploration. The chapter should be approximately 15-25 double spaced pages in length.

Technical Issues

Please double-space the text of the chapter, using 1-inch margins on all sides. Number every page consecutively. Please avoid the use of fancy fonts, special symbols, or other non-standard formatting in the text. If at all possible, 12-point Times or similar font is appreciated. Words which must be set in *italic* (sloping type) should be underlined **if** italic typeface **is not** available on your machine. Italic is most effective if used sparingly. Most word processors should help you avoid hyphenating a word at the end of a line.

Please use the tab key for paragraph indents. Never use the space bar to position text. Also, please use hard returns only at the ends of paragraphs, lines of poetry, items in a list, titles, and all levels of headings. Do not right-justify the text, or use centering or other formatting commands other than bold and italic in your word-processing software. Include contiguous punctuation in the formatting; that is, punctuation immediately following a word should be in the same format as the word.

Abbreviations and Acronyms

Please avoid using too many abbreviations in the text—it is distracting for the reader. Use accepted forms of abbreviations. Please spell these out on first use in the entry, and include the acronym in parentheses immediately after the first mention. For example: Department of Transportation (DOT), chief executive officer (CEO). There is no point in defining an abbreviation for a term if it is not used subsequently. Please do not use abbreviations in a title or subtitle.

Language

Please keep in mind that this volume is meant for a broad, international audience. Thus, please try to avoid the use of terms like “here” and “our” if referring to a policy direction, initiative or popular sentiment of your home country. It is not necessary to use the passive voice when describing work carried out, etc. Overall, we are seeking manuscripts that are concise, unambiguous, easy to read and properly punctuated.

Numbers

Please spell out whole numbers one through nine, but use figures for larger numbers (anything over ten), percentages (e.g., 6% or 56%), page numbers, and exact measurements (5 feet). If similar numbers both large and small occur in a single paragraph or section, use figures for all of them (e.g., the group consisted of 9 women and 103 men). (See *Chicago*, Chapter 8, for details.). For dates, please use December 13, 1987 *not* 13 December 1987.

Sub-headings

Please use the following hierarchy of sub-headings:

A (main or first level heading): **Bold**

B (second level sub-heading): *Italics*

C sub-sub-heading (third level sub-heading): Underline

Tables, Charts, Figures and Photos

Compiling artwork, especially if you plan to use images from outside sources (e.g. archives, historic societies, government agencies, etc.) can take a considerable amount of time, and might not print in the final formatted volume as you might expect. It is best to begin researching images well before you are ready to submit your manuscript, and coordinate with the editor to see if the artwork is really necessary. Summary of recommended instructions:

- a. All photos and graphics must be provided as camera-ready and submitted along with your manuscript, preferably as 8x10 inch glossy photos. If artwork is only available in electronic format, it must be provided on disk in a Tiff format at 5x7 inches or greater and 300 dpi or greater, if it's a halftone (photograph); or 600 dpi at 5x7 if it's line art (maps, figures, etc.). (Changing a 72 dpi image to 300 dpi in Photoshop will not improve the quality of the image.) Do not capture low-resolution images from the Web (e.g., screen shots) and submit as art.
Please do not embed electronic graphics in text.
- b. Number figures and tables consecutively in correspondence with their appearance in the text. Call out artwork in the text (e.g. "PLACE TABLE 1 HERE" or "PLACE FIGURE 2 HERE"), but do not embed lower resolution images in the text as place holders.
- c. If you choose to use previously published artwork you will need to obtain a camera-ready copy (see specifications under section a above) as well as permissions.
- d. If you are using artwork in your chapter, please provide a list of illustrations along with captions and credit information.

Please put each table, chart, figure or photo on a separate sheet at the end of your manuscript, number it with an Arabic numeral, give it a title, and indicate in the text of your chapter where it should be placed (see above). Please remember to cite this material in the text of your chapter. For tables, please do not use internal horizontal or vertical rules. Also, please keep in mind that the margins of the final printed book will not be the same as the margins you use on your word processor. Thus, overly complex tables may need to be reduced in size to a point where they might not be easily readable. All

supporting materials to be printed with your chapter should be submitted in a form suitable for reproduction: lettering should be clear and consistent in style. Keep one copy of everything.

Figures will normally have to be reduced in size to fit on the printed page—please try to allow for this when incorporating lettering or fine detail. Diagrams must be provided in black-and-white, at 1.5–2 times final size. Photographs should be high contrast, good quality prints. If copyright clearance is needed for photos, illustrations or other materials that are not original, this permission should be obtained by you from both the relevant author and publishers. Electronic files of both line drawings and photographs may be submitted as EPS, JPEG or TIFF, on floppy disk, 100 MB ZIP disk or CD, in PC format. A print-out must also be provided for reference. Finally, please identify all abbreviations and sources in footnotes to the table, chart, etc.

Contributor Information

Your name, as you wish it to appear in the published book, should appear on a separate line under your chapter title. Do not include affiliations. In a separate section, provide your name, affiliation, a brief description of your research interests and/or publications, and any awards or honors. Do not include personal information, such as hobbies, etc. This will appear in the volume under the ABOUT THE CONTRIBUTORS section.

Example: “Jane Doe is Assistant Professor of Children’s Literature at Indiana University. She has written extensively on humor in children’s literature and is the author of *Laughing with Children* (2000). In 2001, she won the Jane Darlington Award for distinguished writing in children’s literature.

Endnotes and References

Please follow the recommendations of the *Chicago Manual of Style, 15th Edition*. Detailed instructions are as follows:

- a. **Do not use in-text citations**—in other words, do not use the following formats: “as Forest (1999) observes, this is a challenge.” or “this is a challenge (Forest, 1999).” Instead, please use endnotes (sequential superscript numbers paired with end-of-chapter Notes) containing full reference information—for example, “this is a challenge.”¹ A comprehensive description of how to use a Notes and optional Bibliography citation style is provided in the *Chicago Manual of Style, 15th Edition*, on page 594. Keep in mind that notes should appear as sequential

Arabic superscripts; do not submit notes numbered 1a, 1b, etc. or as Roman numerals. Notes to figures and tables should appear as footnotes below the image and not included with general text notes at the end of the chapter (or book). Avoid cross-references to other notes and never cross-reference to other portions of the text on yet-to-be-determined book pages. For information on formatting works cited as endnotes and as bibliography entries, see the *Chicago Manual*, Chapters 16 and 17.

- b. Avoid gender-specific terminology, such as the use of “man” or “mankind” as generic for human being or humankind. When describing people in general, alternate male and female pronouns, e.g., “he” and “she.” Using plural pronouns (“they,” “their”) to avoid gender generalization is discouraged. Please avoid using awkward constructions, such as “he/she” or “s/he.”
- c. Cite full names on first reference. Thereafter, refer to both men and women by their last names.
- d. Spelling should be in American English, i.e. do not use British spellings. We recommend using first spelling options in Merriam Webster’s Collegiate Dictionary.
- e. Be careful and consistent when creating references. Correcting inconsistent reference citations can delay the copyediting and proofing phases of production.

Unpublished work, work in preparation or personal communications should not be used as references. You are responsible for obtaining permission for the use of lengthy quotations from another source. Please follow the samples below when styling references. Please note that these examples include styling for references with multiple authors, edited volumes, and multiple editions.

Examples

- ¹ John Horgan and Max Taylor, “The Provisional Irish Republican Army: Command and Functional Structure,” *Terrorism and Political Violence* 9 (1997):1-32.
- ¹ See, for example, Edgar H. Schein “Organizational Socialization and the Profession of Management,” *MIT-Sloan Management Review* 30 (1988):53-65.; Theodore E. Long and Jeffery K. Hadden, “A Reconceptation of Socialization,” *Sociological Theory* 3 (1985): 39-49.
- ¹ Eamon Collins and Mick McGovern, *Killing Rage*. (London, UK: Granta Books., 1998), p. 66.
- ¹ J. Bowyer Bell, *The Dynamics of the Armed Struggle* (London, UK: Frank Cass, 1998), p. 137.
- ¹ Eamon Collins and Mick McGovern, p. 66.
- ¹ Toby Harnden, *Bandit Country: The IRA and South Armagh* (London, UK: Coronet Books, LIR., 2000), p. 333.
- ¹ J. Bowyer Bell, “The Armed Struggle and Underground Intelligence: An Overview,” *Studies in Conflict and Terrorism* 17 (1994): 115-150, p. 134.

References

Please follow the recommendations of the *Chicago Manual of Style, 15th Edition* for the list of references provided at the end of the chapter. For example:

Books:

Abbas, Hassan. *Pakistan's Drift into Extremism: Allah, the Army and America's War on Terror*. New York; M E Sharpe, 2004.

Abuza, Zachary. *Militant Islam in Southeast Asia: Crucible of Terror*. Boulder: Lynne Rienner, 2003.

Anonymous. *Through our Enemies' Eyes: Osama bin Laden, Radical Islam, and the Future of America*. Washington, DC: Brassey's, Inc., 2002.

Bergen, Peter L. *Holy War, Inc.: Inside the Secret World of Osama bin Laden*. New York: Simon and Schuster, 2002.

Book Chapters:

Cilluffo, Frank and Paul Byron Pattak. "Cyber Threats: Ten Issues to Consider." In *Terrorism and Homeland Security*, edited by Russell Howard, Joanne Moore and James Forest. Guilford, CT: McGraw-Hill, 2005.

Combs, Cindy C. "The Media: A Weapon for Both Sides?" In *Terrorism in the Twenty-First Century*, edited by Cindy Combs, p. 120-148. Saddle River, NJ: Prentice Hall, 1997.

Periodicals:

Bloom, Mia M. "Palestinian Suicide Bombing: Public Support, Market Share and Outbidding." *Political Science Quarterly* 119, no. 1 (Spring 2004): 61-88.

Brownfeld, Allan C. "Religious Zionism: A Growing Impediment To Middle East Peace." *Washington Report on Middle East Affairs* 21, no. 9 (December 2002).

Multiple entries by a single author must be listed in chronological, not alphabetical, order:

Barbour, Ian. *Myths, Models, and Paradigms: A Comparative Study in Science and Religion*. New York: Harper and Row, 1974.

———. *Conflicts in Science and Religion*. New York: Harper and Row, 1980.

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If you use lengthy quotes from other sources, you may need to secure reprint permission from the copyright holder. Follow the "fair use" guidelines outlined in the 15th edition of *The Chicago Manual of Style* (pp. 135-138) for details on when to seek permission from copyright holders.