

## Submission Guidelines

ISDP Publications is a platform for expanding understanding of international affairs, focusing on the inter-relationship between security, conflict, and development. If you would like to contribute to publications at ISDP, please contact Jagannath Panda, Executive Editor, at [jpanda@isdp.eu](mailto:jpanda@isdp.eu).

Submission does not guarantee publication and the ISDP reserves the right to accept or reject any writings. If accepted, a final version will be sent back for approval by the author before publishing.

Submission presumes that the writing is original and has not been published anywhere else. Claims or costs of plagiarism have to be strictly borne by the author.

Authors are requested to adhere to the [Style Guide](#).

### **ISDP Voices (Blog)**

ISDP Voices is a blog for informed commentary and opinion. With a particular focus on Asia, it joins the debate on topical issues of politics, security, and development in the region. The views expressed do not necessarily reflect those of ISDP or its sponsors.

Word Length – 1200-1800 words

All references should be hyperlinked, and the article should be accompanied with a brief bio (2-3 lines) of the author.

Please generally allow 5-7 days for review and processing.

### **Issue Brief/Policy Brief**

ISDP Issue Briefs serve the purpose of providing timely, clear-cut and insightful summaries of developing political issues in a non-partisan fashion, offering the reader a measured observation rather than a comprehensive study. The briefs should highlight the latest research on a developing issue and provide critical analysis with a range of reputable sources cited to ground the argumentation with impartial facts and figures.

ISDP Policy Briefs would provide a focused analysis that clearly defines a specific issue and puts forward a clear and convincing argument. It would provide policy-linked prescriptions or recommendations.

Please send a short synopsis of your initial proposal to the Editor/s before you start writing.

Word Length – 2500-4000 words including references

All references should be in the form of endnotes and the article should be accompanied by an abstract, a brief bio of the author and/or acknowledgments of funders if any.

Please generally allow 15-20 days for review and processing.

### **Focus Asia**

Please send a short synopsis of your initial proposal to the Editor/s before you start writing.

The Focus Asia paper is a mid-length study of a broader topic relevant to Asian geopolitics and geo-economics. It could include relevant graphs and tables.

Word Length – 4000-6000 words including references

All references should be in the form of endnotes and the article should be accompanied by an abstract, a brief bio of the author and/or acknowledgments of funders if any.

Please generally allow 15-20 days for review and processing.

### **Asia Paper**

Please send a short synopsis of your initial proposal to the Editor/s before you start writing.

The Asia Paper is a comprehensive “flagship” study/report subject to peer review with a continental focus. It spells out clear findings and policy implications in an executive summary.

Word Length – 9,000-10,000 (including references) words and upwards.

All references should be in the form of endnotes and the paper should be accompanied by an abstract, a brief bio of the author and/or acknowledgments of the funders if any.

Please generally allow 15-25 days for review and processing.

### **Stockholm Paper/Special Paper**

Please send a short synopsis of your initial proposal to the Editor/s before you start writing.

The Stockholm Paper/Special Paper is a comprehensive study/paper subject to peer review. It spells out clear findings and policy implications in an executive summary. It could also be an edited volume comprising chapters by different authors.

Word Length – 10,000-12,000 (including references) words and upwards.

All references should be in the form of endnotes and the paper should be accompanied by an abstract, a brief bio of the author and/or acknowledgments of funders if any.

Please generally allow 20-45 days for review and processing.

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Authors are advised to familiarize themselves with the publication format by exploring the website.

External authors are counseled that ISDP will give priority to institutional projects and their research deadlines. Additionally, there may be delays depending on the Editor’s availability and the publishing schedule.

It should be noted that the ISDP does not provide any honorarium or reimbursement for unsolicited articles/abstracts. The same applies even if any paper outline or abstract is given a go-ahead by the Editor.

## Style Guide

To save time during the editing process, it would be greatly appreciated if you could take a few minutes to study the style guidelines here before you start writing. Failure to sufficiently adhere to the guidelines will result in the editing process being delayed.

### Language

The ISDP website and all publications use American English.

### Tables, figures, and images

- All submitted material should be in the highest resolution possible and provided as separate files (preferably .jpeg or .png)
- There should be an in-text reference for every figure or table (e.g., see Figure 3.2)
- Please ensure that you have copyright for any material submitted and/or that images are licensed under Creative Commons

### Usage and Style

#### *Abbreviations*

Spell out abbreviations where they first occur, i.e. World Health Organization (WHO)

#### *Capitalization*

Use capitalization only for the full titles of people, places, and proper nouns

- For example, Oxford University but afterwards referred to as *the university*
- President Barack Obama but *the president decided to*
- Ministry of Foreign Affairs but *the foreign ministry*
- Western policymakers but Bonn is in the *west of Germany*.

#### *Italicization*

Use italics for emphasis, titles of books, journals, newspapers, and foreign words. There is no need, however, to italicize foreign words in common English usage, i.e. *de facto*.

#### *Money*

Isolated references to amounts of money are spelled out or expressed with currency symbol and numerals, i.e. fifteen dollars or \$15. Non-U.S. currencies using the dollar symbol should be identified, i.e. NZ\$450.

#### *Numbers*

- Spell out numbers between one and nine. Numbers larger than 10 should be expressed in figures.
- Nineteenth century and not 19th century
- 68 percent, not 68% (unless appearing in tables, graphs)
- Dates should be expressed as August 26, 2007

#### *Punctuation*

- All punctuation except for colons and semi-colons should appear inside quotation marks.
- Use double quotation marks but single quotation marks if using within double quotation marks

## Referencing Guidelines

Please use endnotes unless otherwise specified.

### *Article in a magazine or newspaper*

Vladimir Socor, "Bluff in Substance, Brutal in Form: Moscow Warns Against Trans-Caspian Project," *Eurasia Daily Monitor*, November 30, 2018, <http://www.jamestown.org/single/news/22>.

### *Journal article*

Stephen Blank, "US Policy, Azerbaijan and the Nagorno-Karabakh Conflict," *Mediterranean Quarterly* 26, no. 2 (June 2015): 99-114.

### *Book*

Zbigniew Brzezinski, *The Grand Chessboard: American Primacy And Its Geostrategic Imperatives* (New York: Basic Books, 1998), 179.

### *Chapter in Multi-author book*

Stephen Blank, "The Sacred Monster: Russia as a Foreign Policy Actor," in *Perspectives on Russian Foreign Policy*, ed. Stephen J. Blank (Carlisle Barracks, PA: Strategic Studies Institute, U.S. Army War College, 2012), 25-56.

### *Report*

International Crisis Group, "Turkey and Armenia: Opening Minds, Opening Borders," *Europe Report* No. 199, 2009, [http://www.crisisgroup.org/~media/ /199\\_turkey\\_and\\_armenia](http://www.crisisgroup.org/~media/ /199_turkey_and_armenia).

### *Government document*

The White House, Office of the Press Secretary, "Remarks by the President at Clinton Global Initiative," September 23, 2014, <https://www.whitehouse.gov/the-press-office/2014/09/23/remarks-president-clinton-global-initiative>.

### *Subsequent References*

Blank, "US Policy, Azerbaijan and the Nagorno-Karabakh Conflict." (or n. 7, indicating endnote no. of earlier reference)

### *Translations*

Please provide original language title of a work with translation in square brackets, i.e. Henryk Wereszycki, *Koniec sojuszu trzech cesarzy* [The end of the Three Emperors' League] (Warsaw: PSW, 1977).