

NOTES FOR AUTHORS, *Journal of Peace Research*

1. Submissions

Authors should send all submissions and resubmissions to *JPR* through SageTrack (<http://mc.manuscriptcentral.com/jpres>), which provides step-by-step instructions. In the event of difficulties with SageTrack, please email jpr@prio.no.

Some articles are dealt with by the editor immediately, but most are read by outside referees. For submissions that are sent to referees, we try to complete the evaluation process within three months.

As a general rule, *JPR* operates a double-blind peer review process in which the reviewer's name is withheld from the author and the author's name is withheld from the reviewer. Reviewers may at their own discretion opt to reveal their name to the author in their review, but our standard policy is for both identities to remain concealed.

We do *not* accept double submissions, submissions of previously published work, or 'data slicing' – that is, articles that represent only marginal progress from the authors' earlier work. The editorial evaluation process is so time-consuming that we cannot set it in motion until we are sure that a manuscript presents new research and is seriously intended for *JPR*.

We will occasionally accept articles which are extracts from or summaries of books published at about the same time, and articles which have appeared in other languages. However, these are borderline cases, and authors should call our attention to such situations when they occur.

Within reasonable limits we will referee articles which do not strictly conform to *JPR* style requirements. Absolute technical requirements in the first round are: ample line spacing throughout (1.5 or double), an abstract, adequate documentation using the author-date citation system and an alphabetical reference list, and a word count on the front page (include all elements in the word count).

Regular articles are restricted to an absolute maximum of 10,000 words, including *all* elements (title page, abstract, notes, references, tables, biographical statement, etc.).

2. Types of articles

In addition to regular articles, *JPR* publishes the Viewpoint column with research-based policy articles, Review Essays, and Special Data Features. All of these are substantially shorter than regular articles; a Viewpoint or Special Data Feature can be up to 6,000 words; a Review Essay, 5,000 words. All of them are peer-reviewed, but Viewpoint articles and Review Essays are usually processed more quickly than regular articles, using a slightly simplified procedure. We publish at most one article of each of these types per issue.

A *Review Essay* can be about a single book (which must be very significant to warrant this much attention), about several books, or 'state-of-the-art' articles. In addition, we publish short Book Notes up to 300 words, including the headnote and the author's name. The word limit is absolute and applies to multi-volume works as well as single volumes. The principal aim of this column is to make the readers aware of *recently* published books of significance to the field. Book Notes are indexed in the ISI Web of Science. Many of the Book Notes are written at PRIO, but readers are also encouraged to submit. When necessary, we will send review copies to outside authors. Currently we publish over 100 Book Notes per year. For the format, see any recent issue of *JPR*. Please make sure to include the ISBN and total page-length of the book.

A *Viewpoint* article is a research-based commentary, preferably on a currently relevant issue, targeting the research community, the political agenda, or both. The emphasis is on policy recommendations, but the article should be based on a succinct and balanced summary of existing research on the issue.

A *Special Data Feature* article introduces a new dataset or a significant revision of an existing one. For this type of article, we do not require the same level of theoretical sophistication and detailed empirical investigation as for a regular research article. But in addition to describing the new dataset, the article should show how the new data can make a genuine contribution to the study of conflict and peace, for instance by pointing to results that are significantly different from previously published work. We do not require that the new dataset be submitted along with the article, but authors are welcome to do so and may find that the reviewers are able to provide better feedback if given access to the data on a privileged basis.

From time to time we have published comments on earlier articles. Because of the pressure of space, we are now more restrictive in doing so. We will, of course, correct factual errors and we will post more extensive comments electronically on our data replication pages (see #18 below).

3. The manuscript

The *final* version of the manuscript should contain, in this order:

- (a) title page with name(s) of the author(s), affiliation and a word count
- (b) abstract
- (c) main text
- (d) list of references
- (e) biographical statement(s)
- (f) tables and figures in separate documents
- (g) notes (either footnotes or endnotes are acceptable)

Authors must check the final version of their ms. against these notes before sending it to us.

The text should be left justified, with an ample left margin. Avoid hyphenation. Throughout the ms., set line spacing to 1.5 or double.

The final manuscript should be submitted in MS Word for Windows. Authors using Scientific Workplace may submit the final version in LaTeX, but they must submit the ms. in pdf format as well.

4. Language

The main objective of an academic journal is to communicate clearly with an international audience. Elegance in style is a secondary aim: the basic criterion should be clarity of expression.

We allow UK as well as US spelling, as long as there is consistency within the article. You are welcome to indicate on the front page whether you prefer UK or US spelling.

For UK spelling we use -ize [standardize, normalize] but -yse [analyse, paralyse]. For US spelling, -ize/-yze are the standard [civilize/analyze]. Note also that with US standard we use the serial comma (red, white, and blue).

Since *JPR* is an international journal, authors should avoid 'nationalistic' language such as the use of 'us' for their own nation or group of nations and 'them' for others. We encourage gender-neutral language wherever possible.

Authors in *JPR* can take the reader's knowledge of English for granted, but not necessarily familiarity with institutions in English-speaking countries. They should therefore avoid colloquialisms, particularly if linked to a particular national culture.

For the same reason, acronyms and abbreviations should be used sparingly. USSR, USA, and UK (no full stops) will be readily understood, as will 'the IPCC reports' (in an article on climate change) or 'the IMF'

(in an article on international economics). But whenever there is reasonable doubt, the acronym or abbreviation should be explained the first time it occurs.

Numbers higher than ten should be expressed as figures (e.g. five, eight, ten, but 21, 99, 100); the % sign is used rather than the word 'percent' (0.3%, 3%, 30%).

Underlining (for italics) should be used sparingly. Commonly used non-English expressions, like *ad hoc* and *raison d'être*, should not be italicized.

We prefer USA (not 'America') for the name of the country and US as an adjective.

All articles will be copy-edited. Heavily edited mss. will be returned to the author for correction, clarification of misunderstandings, and possibly another round of word processing. When minor corrections are made in the final version, there is usually no time for further consultation with the author, but the proofs afford the author an opportunity to correct any misunderstandings which may have slipped in.

5. The abstract

The abstract should be in the range of 200–300 words. For very short articles, a shorter abstract may suffice.

The abstract is an important part of the article. It should summarize the actual content of the article, rather than merely relate what subject the article deals with. It is more important to state an interesting *finding* than to detail the kind of data used: instead of 'the hypothesis was tested', the outcome of the test should be stated. Abstracts should be written in the present tense and in the third person (This article deals with ...) or passive (... is discussed and rejected). Please consider carefully what terms to include in order to increase the visibility of the abstract in electronic searches.

A sample well-written abstract from *JPR* (1969, no. 1) follows:

A set of hypotheses on the structure of foreign news, presented by Johan Galtung and Mari Holmboe Ruge, is tested empirically by comparing *New York Times*' coverage of Sino-Indian relations in 1962 with 'actual' relations in the two countries as reflected in their official correspondence published by the Indian government in a series of *White Papers*. Four of the six hypotheses tested are confirmed. It is found that international relations, according to the newspaper, is comprised as predicted of a series of simple, discrete and dramatic events whose nature tends to confirm our expectations of what will happen. On the other hand, predictions that the newspaper would over-select events which are rare or unexpected, and over-emphasize events which are more negative in their consequences, were not confirmed. Since the *New York Times* is generally considered one of the world's most complete and factual newspapers, these findings probably apply with even greater force to most other newspapers in the world. Therefore, in reporting international news, newspapers should place more emphasis on background material, on complex and ambiguous events, and on dissonant events. Although Galtung and Ruge only hypothesized and did not demonstrate the existence of the 12 factors influencing news selection discussed in their paper, this study seems to confirm that most, if not all, of the factors do exist and indeed exert a distorting effect on the news selection process.

6. Title and headings

The main title of the article should appear at the top of p. 1, followed by the author's name and institutional affiliation. The title should be short, but informative.

All sections of the article (including the introduction) should have principal subheads.

The sections are not numbered. This makes it all the more important to distinguish between levels of subheads in the ms. – preferably by typographical means.

7. Notes

Notes should be used only where substantive information is conveyed to the reader. Mere literature references should normally *not* necessitate separate notes; see the section on references below.

Notes are numbered with *Arabic* numerals. Authors should insert notes by using the footnote/endnote function in MS Word.

Notes will appear as footnotes in the journal. In the ms. they may be either footnotes or endnotes.

Acknowledgements and credits to funding agencies should not be given in a note but rather appear in separate paragraphs at the end of the main text. This information should be included in the final version of the manuscript only.

For articles with replication data, the URL(s) where the data will be posted should be provided immediately following the main text; see section 18, below.

Notes to Tables and Figures must not be incorporated into the main notes section but placed immediately below the relevant Table or Figure. The note should not be preceded by the word ‘Note’.

8. Tables

Each Table should be self-explanatory as far as possible. The heading should be fairly brief, but additional explanatory material may be added in notes which will appear immediately below the Table. Such notes should be clearly set off from the rest of the text.

The table should be numbered with a *Roman* numeral, and printed on a separate page. A text indicator should be inserted after the paragraph where the table is first mentioned, in the following manner:

—————
Table I in here
—————

We cannot guarantee that a table will be printed exactly where indicated in the ms.

The Table heading should be placed *above* the Table and have no end punctuation. Example:

Table I. Exports of major weapon systems to the Third World, 2004

If the article reports statistical results, state (immediately after the main text) what statistics package was used; see section 18 below.

Notes to Tables and Figures must not be incorporated into the main notes section but placed immediately below the relevant Table or Figure. The note should not be preceded by the word ‘Note’.

9. Figures

The same comments apply, except that Figures are numbered with *Arabic* numerals. Figure headings are also placed below the Figure.

Example: Figure 1. Number of armed conflicts by type, 1946–2006

Figures should ideally be .jpg or .tif files, if possible in high-resolution format (at least 350 dpi). Bear in mind that *JPR* is printed in black and white (figures can be printed in colour by special arrangement, but only at the author's considerable expense.) Avoid excessive shading.

10. Equations

Equations should be included within the main text and numbered in parentheses at the right-hand side, e.g.

$$x + y = z \quad (1)$$

$$x - y = a \quad (2)$$

Equations should not appear in footnotes. In equations, all characters other than numerals and mathematical symbols should be *italicized* (including subscripts and superscripts). If the equation is likely to run over one line, please indicate suitable places to 'break' the equation. In the text, equations should be referred to in this style: 'As Equation (3) shows ...'.

11. Diagrams, charts, maps, etc.

There are no such categories in *JPR*. The author should decide whether they are Tables (with quantitative data or text) or Figures (with graphical data).

12. Quotations

For quoted words, phrases and sentences run into the text, *JPR* style is to use 'single' quotation marks. "Double" quotation marks should be used only for 'quotations "within" quotations'. Longer quotations (40 words or more) should be indented without quotation marks and double-spaced in the manuscript. Ample space should be left before and after such quotations. They will be indented and appear in smaller type in the printed article. Responsibility for the accuracy of quotations, as well as for permission to quote extensively, rests with the author.

13. References

References should be in a separate alphabetical list; they should *not* be incorporated in the notes. When citing books or articles in the text or in notes, use the following form:

See Forrester (1971); Remmer, Optow & Merckx (1982); Singer (1980, 1981).

or: See Forrester (1971: 22).

or: (Forrester, 1971: 22).

or: (Forrester, 1971; Singer, 1980).

or: (Forrester, 1971: 22; Singer, 1980: 6).

or: For further discussion, see Forrester (1971).

Each direct quote must be accompanied by a reference with a page number. Commas are used to separate the author from the year, colons to separate the year from the page number, and semicolons to separate references to different authors. References to two publications by the same author are written as follows:

Wallenstein (1995, 1996)

or: Wallenstein (1995a,b)

When there are four authors or more, 'et al.' is used in text references, but not in the reference list.

All references quoted in the text must appear in the reference list and vice versa. This should be checked carefully, and also that spellings and dates match.

Although books and articles should be listed *together* in the references, it is convenient to explain the format separately:

Use the following form of reference for books:

Thee, Marek (1986) *Military Technology, Military Strategy and the Arms Race*. London: Croom Helm/New York: St. Martin's.

Tunander, Ola; Pavel Baev & Victoria Ingrid Einagel (eds) (1997) *Geopolitics in Post-Wall Europe: Security, Territory and Identity*. London: Sage, for PRIO.

Journal articles:

Davis, Lynn Etheridge & Warner R Schilling (1973) All you ever wanted to know about MIRV and ICBM calculations but were not cleared to ask. *Journal of Conflict Resolution* 17(2): 207–242.

Gleditsch, Nils Petter; Peter Wallensteen, Mikael Eriksson, Margareta Sollenberg & Håvard Strand (2002) Armed conflict 1946–2001: A new dataset. *Journal of Peace Research* 39(5): 615–637.

Articles from books:

Gellner, Ernest (1978) Scale and nation. In: Fredrik Barth (ed.) *Scale and Social Organization*. Oslo: Norwegian University Press, 133–149.

If you cite three or more articles from the same book, use the following short form:

Levy, Jack S (1984) The diversionary theory of war: A critique, in Midlarsky, 259–288.

and list Midlarsky (1984) separately with a full reference.

Newspaper articles:

Polgreen, Lydia (2007) Raid on African Union imperils Darfur talks. *International Herald Tribune* 3 October: 2.

Reports, whether published or unpublished, should be referenced as closely as possible to the format for books (or – if they appear as part of a series – as closely as possible to the format for journal articles). References should be as detailed and accurate as possible.

Internet references should generally be treated as supplementary, given the transitory nature of the web. Unless the work cited exists only on the Internet, a URL alone does not suffice. Here are two acceptable uses:

Azam, Jean-Paul (2000) Civil peace and commitment to ethno-regional redistribution in Africa. Paper presented at the Annual World Bank Conference on Development Economics, Paris, 26–28 June (http://www.worldbank.org/research/abcde/eu_2000/pdf/azam.pdf).

Bureau of Democracy, Human Rights, and Labor, United States Department of State (2004) *Country Reports on Human Rights Practices* (<http://www.state.gov/g/drl/hr/c1470.htm>).

Most deviations from our style standards occur in the references. Therefore, authors should take extra care to check them carefully against the examples above, taking special note of three points: (1) Journal references must include the issue number *or* the month/season. (2) Individual states in the USA are referred to with the Postal Service two-letter codes: MA (Massachusetts), CO (Colorado), DC (District of Columbia), etc. (3) Authors' names are written in full, not with initials.

Titles of sources in languages other than English should be cited in the original with an English translation added in brackets, for example:

Kobayashi, Naoki, 1963. *Nihon ni okeru Kempodotai no Bunseki* [A Dynamic Analysis of the Japanese Constitution]. Tokyo: Iwanami Shoten.

A manuscript full of copy-editing corrections is liable to end up with many printing errors! Authors should not leave to the copy-editor a lot of routine cleaning-up of language and style. The copy-editor should be able to concentrate on the polishing of the manuscript, to achieve a final result which will benefit the author as well as the journal.

Authors who use the Endnote program for references may download the *JPR* style from <http://www.prio.no/Research-and-Publications/Journal-of-Peace-Research/Submissions/>. Please note that Endnote cannot produce the semicolon after the first name of the first author for a publication with more than two authors. (Cf. the second example above under Books and Journal articles respectively.)

14. Appendices

You may use Appendices to include important information which would unduly break up the information in the main text. However, keep the number of Appendices and the information contained in them to an absolute minimum. Appendices that are to be included in the printed article must be included in the word count. Alternatively, you can put additional information or appendices on *JPR*'s data replication webpage (see #18 below).

15. Biographical statement

The biosketch in *JPR* appears immediately after the references. It should be brief and include *year* of birth, *highest academic degree*, year achieved, where obtained, position and current institutional *affiliation*. In addition authors may indicate their present main research interest or recent (co-)authored or edited books as well as other institutional affiliations which have occupied a major portion of their professional lives. But we are not asking for a complete CV.

Sample biographies:

IVER IVERSEN, b. 1976, Cand.Polit. (University of Oslo, 2002); Secretary, Norwegian Ministry of Foreign Affairs (2002–04); University Fellow in Political Science, University of Oslo (2004–); current main interest: global political economy. Most recent book in English: *Globalization and Conflict* (Sage, 2005).

ABDULAH NASSA, b. 1947, PhD in Economics (University of Michigan, 1966); Associate Professor, Florida State University (1964–); various visiting academic positions in Sudan, India, and Britain. Most recent book: *Economics of Crime* (Harper & Row, 1996).

Note the use of capital initials for subjects (Economics, Political Science), degrees (Cand.Polit.), and positions (Assistant Professor). No full stops in PhD, MA, MSc, etc.

Separate biographies should be prepared for all co-authors.

The e-mail address of the 'corresponding author' should be included separately on the title page rather than in the biographical statement.

16. Proofs and reprints

Author's proofs will be e-mailed directly from the publishers, in pdf format. If the article is co-authored, the proofs will normally be sent to the author who submitted the ms. (corresponding author). If the e-mail address of the corresponding author is likely to change within the next 6–9 months, it is in the author's

own interest (as well as ours) to inform us: editor's queries, proofs and pdf reprints will be sent to this e-mail address. All authors (corresponding authors and their co-authors) will receive one copy of the journal by post.

17. Copyright

The responsibility for not violating copyright in the quotations of a published article rests with the author(s). It is not necessary to obtain permission for a brief quote from an academic article or book. However, with a long quote or a Figure or a Table, written permission must be obtained. The author must consult the original source to find out whether the copyright is held by the author, the journal or the publisher, and contact the appropriate person or institution. In the event that reprinting requires a fee, we must have written confirmation that the author is prepared to cover the expense.

With literary quotations, conditions are much stricter. Even a single verse from a poem may require permission.

Our publisher, Sage, requires the author as rights holder to sign a Journal Contributor's Publishing Agreement for all accepted articles. This is a licence agreement under which the author retains copyright in the work but grants Sage the sole and exclusive right and licence to publish for the full legal term of copyright.

The contributor may post the pre-publication version of their article (the version accepted for publication in *JPR*) on the Internet one year after initial publication in *JPR*, but not the final (edited, revised and typeset) version.

18. Replication

Authors of articles using quantitative data are required to facilitate the replication of their analysis through the posting of (1) the data, (2) the codebook or any other relevant description of the dataset, (3) a file containing the exact commands used by author (often referred to as 'do', 'batch', or 'run' files), and (4) preferably a file containing the actual output from the statistical software used (often referred to as 'log' or 'output'). All datasets are posted on the *JPR* website (<http://www.prio.no/jpr/datasets>). Authors may post the data on their own websites as well. Please include the following sentence (or some appropriate variation) immediately following the main text: 'Data replication: The dataset, codebook, and do-files for the empirical analysis in this article can be found at <http://www.prio.no/jpr/datasets>.' (The author's own URL may be included in addition.) Although the data should be supplied with the final version of the article, they will not be posted or otherwise disseminated by *JPR* until the month of publication.

Although there is no formal requirement, we strongly encourage authors of articles without quantitative data to make use of the replication page to disclose additional documentation that cannot be included in the article itself, such as interview guides, interview transcripts, oral histories, documents that are difficult to obtain or that have recently been declassified, etc.

[h:/jpr/jpr/stand/notes for authors.doc/20.07.11]