

Perspectives on Terrorism  
Style Guidelines  
2023

## Style Guidelines

### Language, spelling, and grammar

- *Perspectives on Terrorism* uses British English (e.g. radicalisation not radicalization, behaviour not behavior).
- *Perspectives on Terrorism* follows in-house style guidelines based on the [Chicago Manual of Style](#) (CMOS, 17<sup>th</sup> edition), with some modifications. Please refer to this for guidance on issues not included in this style guide.
- *Perspectives on Terrorism* uses Oxford commas (also called serial commas). This requires the placement of a comma after the final word in a series before "and," "nor," and "or."
- Commas and final punctuation should be placed **inside** quotation marks.
- Percent (not % nor per cent). However, papers based on quantitative research or writings which include frequent references to percentages, you are encouraged to use the %-sign.
- Counter-terrorism (not counterterrorism)
- Al-Qaeda, al-Qaeda (not al Qaeda or al Qaida) [Use a small 'a' except at the start of a sentence. We recommend joining the Arabic definite article, al, to a noun with a hyphen]
- Hezbollah (not Hizbullah or Hizballah)
- IS, ISIS, or the Islamic State (Daesh is also acceptable, context-depending, not ISIL)
- War on Terror (WOT), Global War on Terror (GWOT)
- P/CVE (not C/PVE or P-CVE)
- Southeast Asia (not South East Asia or South-East Asia)
- Foreign words are generally italicised, unless they are well-known words; in such case, they do not need to be italicised. Uncommon foreign words are italicised in the first instance they are used. Thereafter, foreign words are written as normal. For further clarification on the use of languages other than English, consult CMOS 17<sup>th</sup> edition, [Chapter 11](#).
- Commas and final punctuation should be placed inside quotation marks.
- In nontechnical contexts, CMOS advises spelling out whole numbers from zero through one hundred and certain round multiples of those numbers.
- Dates are depicted in the order used in British English: Day, Month, Year.

### References and citations

- *Perspectives on Terrorism* follows in-house style guidelines based on the [Chicago Manual of Style](#) (17<sup>th</sup> edition), with some modifications, see below.
- *Perspectives on Terrorism* uses **endnotes only**. Do not include a reference/bibliography section at the end.
- Endnotes callouts should only appear at the end of sentences (unless otherwise enhances clarity), and should include complete source citations.

- *Perspectives on Terrorism* does **not** use “op. cit.” or “idem.” If a citation is identical to its predecessor, use “ibid.” The second time a source is cited (non-sequentially), a shortened note including author last name, title, and page number is sufficient (e.g. Norton, Hezbollah, p. 109). For examples, please refer to the [Chicago Manual of Style](#) (17<sup>th</sup> edition).
- Endnotes should contain complete bibliographic information for any title (book, book chapter, article, report) when cited for the first time; if the item cited is available online, the URL or DOI should be added after the full citation.
- Endnotes should **not** include brackets around the number, as previously.
- The endnote callout should be in superscript at the end of relevant sentence.

### Tables and graphs

- Please include tables and graphs in your submission document.

### Acknowledgements

- Please add a clearly marked ‘Acknowledgements’ section at the end of your submission.

### Appendices

- Please add clearly marked Appendices at the end of your submission.

### Submission requirements

- Be within the word count: 5,000-8,000 (excl. endnotes). Please note: *Perspectives on Terrorism* does not use in-text citations.
- Include a 250 word abstract and 5-8 keywords.
- Include page numbers (bottom right of page).
- Use Times New Roman pt. 12 font throughout.
- Use 1.5 line spacing
- Use endnotes throughout for citations.
- Include a brief bio for each author, including any social media handles (4 lines per person max). Please indicate clearly the corresponding author.

Further information can be found at the Chicago Manual of Style website: <https://www.chicagomanualofstyle.org/home.html>.

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