Perspectives on Terrorism

Style Guidelines

2024

Style Guidelines

Formats

Research Articles
➢ Between 5,000 and 8,000 words (excl. endnotes, appendices and tables).
➢ Academic focus, preferably offering new and original data, with full citations of literature relevant to the topic.
➢ Add, expand on, or provide a new perspective to the field of academic research on the relevant topic.
➢ Research articles are double-blind peer reviewed by two external reviewers.
➢ Has a clear argument and thesis presented.

Research Notes
➢ Maximum 5,000 words (excl. endnotes, appendices, and tables)
➢ Reviewed internally by the Editorial Team, and potentially by one external peer reviewer depending on the topic.
➢ Research notes are largely descriptive, looking at a selected topic in a new, original manner, and/or provide new data.
➢ Research notes should rely on some relevant academic research, and inform the discussion on the selected topic.
➢ Research notes do not necessarily need to have a thesis or argument.

Book Reviews
➢ Books reviewed should be published within the last three years.
➢ Reviews should be no more than 1,000 words long, and follow the requirements set out throughout the rest of this document.
➢ Reviews should be submitted through the Scholastica platforms, as all other submissions.
➢ *Perspectives on Terrorism* particularly encourages young and emerging scholars in the fields of counter-terrorism and P/CVE to submit their reviews of relevant recent publications.

Special Sections
➢ If you would like to guest edit a Special Section, please get in touch with the Editorial Team directly via pt.editor@icct.nl.

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, 17th 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, in 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 17th 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 (17th 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 (17th 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, in addition to uploading separate documents with each table.

Acknowledgements
➢ Please submit a **separate** document containing the 'Acknowledgements' section, in addition to your submission.

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

Anonymisation
➢ Please ensure that **all** documents as part of your submission are anonymised.

Submission Requirements
➢ Be within the word count: 5,000-8,000 (excl. endnotes) for Research Articles, and up to 5,000 (excl. endnotes) for Research Notes. 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 **separate** document with a brief bio for each author, including any social media handles (4 lines per person max).

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

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