

INSTRUCTIONS TO AUTHORS

Submission of Manuscripts: Submission of Manuscripts: Submissions from the Americas and the Middle East should be sent to David Rapoport, rapoport@polisci.ucla.edu. All other manuscripts should be submitted to Alex P. Schmid, aps10@st-andrews.ac.uk, preferably in MS Word format. Book review submissions and inquiries should be directed to the Reviews Editor, Jeffrey Kaplan, via e-mail at kaplan@uwosh.edu. Each manuscript must be accompanied by a statement that it has not been published elsewhere and that it has not been submitted simultaneously for publication elsewhere. Authors are responsible for obtaining permission to reproduce copyrighted material from other sources and are required to sign an agreement for the transfer of copyright to the publisher. All accepted manuscripts, artwork, and photographs become the property of the publisher. All parts of the manuscript should be typewritten, double-spaced, with margins of at least one inch on all sides. Endnotes are used. Number manuscript pages consecutively throughout the paper. Authors should also supply a shortened version of the title suitable for the running head, not exceeding 50 character spaces. Each article should be a maximum of 10,000 words and summarized in an abstract of not more than 100 words. Avoid abbreviations, diagrams, and reference to the text. Submissions must have two title pages. The first title page will contain: a) the title; b) the author's full name and affiliation; c) the complete address and e-mail address of all of the authors, indicating to whom proofs and correspondence should be sent; d) 3 to 10 keywords; e) 1- to 2-line bios for each author. The second title page consists of just the title and abstract. This page and the remainder of the manuscript should contain no information that might identify an author. **Illustrations:** Illustrations (line drawings, halftones, photos, photomicrographs, etc.) should be submitted as clean originals or digital files. Digital files are recommended for highest quality reproduction and should follow these guidelines:

- 300 dpi or higher
- sized to fit on journal page
- EPS, TIFF, or PSD format only
- submitted as separate files, not embedded in text files

Color illustrations will be considered for publication; however, the author will be required to bear the full cost involved in their printing and publication. The charge for the first page with color is \$900.00. The next three pages with color are \$450.00 each. A custom quote will be provided for color art totaling more than 4 journal pages. Good-quality color prints or files should be provided in their final size. The publisher has the right to refuse publication of color prints deemed unacceptable.

Tables and Figures: Tables and figures should not be embedded in the text, but should be included as separate sheets or files. A short descriptive title should appear above each table with a clear legend and any footnotes suitably identified below. All units must be included. Figures should be completely labeled, taking into account necessary size reduction. Captions should be typed, double-spaced, on a separate sheet. All original figures should be clearly marked in pencil on the reverse side with the number, author's name, and top edge indicated

STYLE

Chicago Manual of Style will be followed, with some minor exceptions allowed.

Clearly mark all headings; headings should be bold, upper and lower case, ranged left; sub-headings should be italic, upper and lower case, ranged left; sub-sub-headings should be italic, lower case except for the initial capital and run-on with paragraph. They should not be numbered. All should be unambiguously marked on the copy.

Standard spellings: -ize endings, American spelling may be retained in U.S. contributions, UK spelling may be retained in British contributions; Muslim, Hizballah, Al Qaeda, Osama bin Laden, mujahidin, Qur'an, September 11 or 9/11, the U.S., the UN, nonviolence, counterterrorism, Arab American. Capitalization: use capitals sparingly. Capital letter for specific heads of state (President Mubarak, Queen Elizabeth II) and for unique institutions (the Knesset); lower case for ministers and officials (former Spanish prime minister Felipe Gonzalez). Capitalize left/right when used as a noun (the Italian Left), otherwise lower-case (right-wing Lebanese militias). Capitals for the East and West, North and South, when global; lower case for western, eastern, northern and southern.

Dates: American Style (June 22, 1999) in text of article; European Style (20 August 2004) in endnotes. Abbreviate years to two digits; 1983-85 (not 1983-5); the 1930s (not 'the thirties'). £65.00; \$1,980m; Ecu 24bn.

Transliteration: diacritical marks should be omitted. The ain should be shown as 'a', and the hamza as 'a'. Foreign words should be italicized, but NOT capitalized unless proper names. Proper names, even if foreign, should be in Roman type (e.g., Aum Shinrikyo, Hamas).

NOTES

Endnotes are used. Notes should be numbered consecutively through the article with a numeral corresponding to the list of notes placed at the end.

Harvard style and bibliographical references are unacceptable.

Books: author's name as it appears on the title page, title italicized (with capitals for principal words), city of publication, publisher and date in parentheses, page reference (do not abbreviate triple-digit page numbers [333-334]):

1. Walter Laqueur, *The Age of Terrorism* (London: Weidenfeld, 1987), 24-42.

Articles: author's name, title of article within double quotation marks with principal words capitalized, title of journal italicized, volume/issue number, year, place of publication if in a book, page reference:

2. Jeffrey Kaplan, "Leaderless Resistance," *Terrorism and Political Violence* 9, no. 3 (Autumn 1997): 80-95.

3. Adrian Guelke, "The Quiet Dog: The Extreme Right and the South African Transition," in Peter H. Merkl and Leonard Weinberg (eds.), *The Revival*

of Right-Wing Extremism in the Nineties (London: Frank Cass, 1997), 254-270.

Subsequent references: a reference to a single source in the previous note may be replaced by "Ibid.," in later notes, by the author's surname, note number and page number; several titles by one author may be replaced by shortened forms:

4. Ibid.

9. Guelke (see note 3 above), 260.

or if other works by Guelke are cited,

9. Guelke, "The Quiet Dog" (see note 3 above), 260.

In notes, abbreviate Aug. to Feb., spell out March to July.

Proofs: All proofs must be corrected and returned to the publisher within 48 hours of receipt. Only correction of typographical errors is permitted. The author will be charged for additional alterations to text at the proof stage.