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IMPORTANT GENERAL INFORMATION

- Major rewrites of text or reformatting of articles will not be undertaken by the editors. Non-native speakers of English may wish to get their articles checked by a native speaker prior to submission.
- All manuscripts submitted to the *Journal of Peacebuilding & Development* must be typed single-spaced using a standard true-type font of a sensible size, e.g., Times New Roman, 12 pt.
- The file should be produced in word- processing software, preferably MS Word 6 or later. If you send in WordPerfect 5.1 or WordPerfect 8, please make sure your files are MS Word-compatible.

<p>Contact details and biographical note:</p>	<p>Please ensure that the full name, institutional affiliation of author(s), full contact details including email addresses and telephone numbers are supplied for all authors of the submission. An email address is particularly important.</p> <p>It is helpful if you provide this identifying information (including biographical notes and [if applicable], Acknowledgements, and Funding information) on a cover page or separate file to the main manuscript so that it can easily be removed to anonymise the manuscript for peer review.</p>
<p>Content and arrangement of material:</p>	<ul style="list-style-type: none"> • Articles should be submitted with an abstract of no more than 200 words and 10 key words reflecting the theme of your submission (see GENERAL STYLE & FORMATTING section). • Include a biography of no more than 50 words (see GENERAL STYLE & FORMATTING section). • Sub-headings should be used to help structure your paper, and ‘pullouts’ identified in your article that make a telling, original point and reflect the logic and flow of the article (see GENERAL STYLE & FORMATTING). • Notes should be limited to 10, and placed at the end of the article as endnotes (see ENDMATTER section). <p>Please use the journal’s (author: date) system of referencing (<u>see REFERENCES section</u>).</p> <ul style="list-style-type: none"> • For Figures and Tables please see <u>FIGURES & TABLES section</u> • Please ensure any necessary written permission for reproduction has been obtained in advance of submitting your manuscript (see REPRODUCTION OF COPYRIGHT MATERIAL section).

TYPES OF ARTICLE PUBLISHED IN *JPD*

<p>Articles:</p>	<p>Address critical themes or analyses on the peacebuilding–development nexus and usually have a practice or case study component. They must be contextualised within the scholarly and policy literature and existing debates (7,000 words maximum, including endnotes and bibliographical references).</p>
<p>Briefings:</p>	<p>Are country, practice or policy reviews and analysis of current events and topical issues (2,500 words maximum). They do not need to refer to the literature, but should be properly sourced.</p>
<p>Book reviews:</p>	<p>Are critical assessments of new books that integrate peacebuilding and development concerns (1,000 words maximum).</p>
<p>Policy dialogues:</p>	<p>Are short policy briefings engaging key topics on the international policy agenda. The journal’s editors can advise you of the current specific theme. (2,500 words maximum).</p>
<p>Resources:</p>	<p>Include notices of new books, reports, forthcoming conferences and workshops, videos, e-communications and websites that link peacebuilding and development (150 words maximum), and declarations – communications and other relevant statements by NGOs or multilateral organisations (1,000 words maximum).</p>

GENERAL STYLE & FORMATTING

<p>Abstract</p>	<p>Abstract [a-heading] Maximum of 200 words. Should not include citations to referenced material.</p>
<p>Keywords</p>	<p>Keywords: up to 10 keywords per article, run on after colon, each word separated by a comma</p>
<p>Headings</p>	<p>Please use sub-headings where appropriate throughout your article. Heading levels are as follows: A Heading: Bold, Ranged Left, Caps on All Main Words, One Line Space below <i>B Heading: Bold, italics, caps on proper nouns only, bold</i> <i>C Heading: Italics, caps on proper nouns only</i></p>
<p>Pullouts</p>	<p>A pullout is 'special text', display material used to break up lengthy passages of 'grey' text and highlight points of special interest.</p> <ul style="list-style-type: none"> • Maximum of 5-8 pullouts per article. • Pullouts must be full, stand-alone sentences (e.g., not "given this logic...") and end with a full point. • Pullouts should NOT contain citations (referenced material). <p>Please indicate pullouts within your text as follows: This is 'special text' (used to break up lengthy passages of 'grey' text) known as a 'pullout'. <PULLOUT> This is 'special text' (used to break up lengthy passages of 'grey' text) known as a 'pullout'. <PULLOUT></p>
<p>Spelling preferences</p>	<p>British in all cases, with –ise endings (but consistency within articles most important).</p>
<p>Punctuation</p>	<p>Single quote marks for all quoted text; double quotes for quotes within quotes.</p>
<p>Numbers</p>	<p>Under 10 (one to nine) spell out, except for percentages, which should be given with the percentage sign (%).</p>
<p>Dashes</p>	<ul style="list-style-type: none"> • Use en-dash between numbers, i.e., for page spans: pp. 1–17 • Dashes for parenthetical clauses: Use em-dash – with space either side – for parenthetical clauses.
<p>Biographical notes</p>	<p>FRED SMITH is [job title] at [organisation]. His research interests include....and he has published....etc.</p> <p>[Will be set at the end of the main text before the endmatter in the finished article].</p>

FIGURES & TABLES

- Figure graphics must be in highest possible resolution (we recommend 600 dpi), and supplied in the most appropriate format. Please contact the Production Editor for advice if you require further information.
- Graphs and charts generated in special drawing software should be supplied in an appropriate format (such as tif, eps or jpeg). Graphs/images generated in MS Excel or PowerPoint should be supplied in that format.
- All figures must be numbered in the order in which they appear in the paper (e.g. Figure 1, Figure 2). In multi-part figures, each part should be labelled (e.g. Figure 1(a), Figure 1(b)).
- All figures and tables must have captions (titles). E.g.: 'Figure 1: Graph showing....'
- Notes/source details should be supplied if applicable, e.g. 'Note: * indicates....'; Source: Author's own elaboration'; 'Source: [source details], reproduced with kind permission of.....'
- **Note - colour.** Colour figures will be reproduced in colour in the online edition of the journal free of charge, but the journal by default prints in black and white. We therefore advise. In order to ensure that a Figure is 'readable' in black and white, we therefore recommend that the use of colour be avoided. Where possible use shading and textures (e.g., cross-hatching, dots, dotted lines) to distinguish between areas in a Figure instead of colour.

Tables

[Table title above table]

Table 1: Table Caption Follows with Caps on Main Words, No Full Point

Light horizontal and vertical rules within table.

No horizontal rule on top of first row.

Text in first column and first row bold

Notes: Any notes pertaining to the table below table.

Source: Any source details below table.

Figures

[Figure title above figure]

Figure 1: Caption, Caps on Main Words and No Full Point at End

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[ALL FIGURES AND TABLES MUST BE CITED WITHIN THE TEXT (e.g., '(Table 1)'; 'As Graph 1 shows...' etc.]

ENDMATTER

Endmatter will be typeset in the article in the following order: Disclosure Statement; Acknowledgements [if present]; Funding [if present]; Endnotes [if present]; References; Appendices [if present]

Disclosure Statement	<p>Disclosure Statement [a-heading]</p> <p>No potential conflict of interest was reported by the author(s). [This is default text that will appear in the article. Replace with this text with appropriate statement if this does not apply and there is a conflict of interest to report]</p>
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Funding information [If required: not compulsory]	<p>Funding [a-heading]</p> <p>Funding agency written out in full. Grant number in square brackets. Multiple grant numbers separated by comma and space. Agencies separated by semi-colon, e.g. This work was supported by the Wellcome Trust [grant number xxx], [grant number xxx]; Cancer Research UK [grant number xxx]; another funder [grant number xxx].</p>
Appendices [If required: not compulsory]	<p>Appendix [a-heading]</p> <p><i>Title of Appendix [if required]</i> [b-heading]</p> <p>[If more than one, Appendix 1, Appendix 2, etc.]</p>
Endnotes [If required: not compulsory]	<p>Notes [a-heading]</p> <p>Please keep to a maximum of 10 notes.</p>

REFERENCES

Bibliographic references must be supplied for all articles. They should be complete and listed in alphabetical order. The reference section must only include resources specifically cited in the text and vice-versa.

Citing in the text: *Two authors:* Author and Author; ampersand (&) between names if the fall within parentheses, e.g.: Smith and Jones (2015) OR (Smith & Jones 2015)

Three or more authors: first author's name followed by 'et al.' (Smith et al. 2015)

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In references list: *Up to three authors:* give all names, separated with ampersand (&)

More than three authors: give first author's name followed by 'et al.'

Book
Jubair, S. 2007, *The Long Road to Peace: Inside the GRP–MILF Peace Process*, Cotabato City: Institute of Bangsamoro Studies.
Anderson, B.M. 2000 ed., *Options For Aid in Conflict. Lessons from Field Experience*, Cambridge, MA: CDA Collaborative Learning Projects.

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Chin, R. & Benne, K. 2005, 'General Strategies for Effecting Changes in Human Systems' in *Conflict, Power and Change*, Birmingham: Responding to Conflict.

Journal article
Haddad, M. 1998, 'Planning Water Supply under Complex and Changing Political Conditions: Palestine as a Case Study' in *Water Policy Journal* 1: 177 – 192.
Zeitoun, M., Messerschmid, C. & Attili, S. 2009, 'Case Study/Asymmetric Abstraction and Allocation: The Israeli – Palestinian Water Pumping Record' in *Ground Water* 47: 1: 146 – 160.

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<p>Internet source</p>	<p><i>For internet sources, format as most appropriate for source type, (e.g., online journal article, newspaper article, report, working paper. If unsure, give author, year, title of item and URL. Where possible access dates should be provided for web references:</i></p> <p>Buenaobra, M. 2011, 'Gender and Conflict in Mindanao: Notes from the Field' in <i>Asia: Weekly Insight and Features in Asia</i>, TAF, 19 October: http://asiafoundation.org/in-asia/2011/10/19/gender-and-conflict-in-mind.</p> <p>Social Weather Station 2005, <i>A Survey on Violence in Mindanao</i>: http://www.sws.org.ph</p> <p>OECD DAC 2008, 'Evaluating Conflict Prevention and Peacebuilding Activities', Fact Sheet: www.oecd.org/dac/conflict, accessed 1 June 2013.</p>
<p>Newspaper</p>	<p><i>If online source, give URL; if regular newspaper, give page no</i></p> <p>Vitug, M. 2004, 'Memories through Generations' in <i>Newsbreak</i>, 25 October: http://www.INQ7.net</p>
<p>Dissertation or thesis</p>	<p>McGrath, J. 2004, 'Peace and Conflict Impact Assessment (PCIA): Towards an Adapted Model for Indigenous – State Relations in Canada', master's dissertation, Carleton University.</p>
<p>Working paper</p>	<p><i>Give working paper no., if available, and institution details</i></p> <p>Hendrick, D. 2009, 'Complexity Theory and Conflict Transformation: An Exploration of Potential and Implications', Working Paper 17, Centre for Conflict Resolution, Department of Peace Studies, University of Bradford.</p> <p>Bush, K. 1998, 'A Measure of Peace: Peace and Conflict Impact Assessment (PCIA) of Development Projects in Conflict Zones', Working Paper No. 1, Peacebuilding and Reconstruction Program Initiative & Evaluation Unit, IDRC.</p> <p>Pritchett, L., Woolcock, M. & Andrews, M. 2010, 'Capability Traps? The Mechanisms of Persistent Implementation Failure', Working Paper 234, Center for Global Development: http://www.cgdev.org/publication/capability-traps-mechanisms-persistent-implementation-failureworking-paper-234, accessed 17 November 2012.</p>
<p>Report</p>	<p>Nepal, R.T. 2007, 'Effective Ways of Influencing to Integrate Peacebuilding Components in a Development Project', MA Action Research Report, Paññāsāstra University of Cambodia.</p> <p>United Nations 2012, 'Report of the Secretary General's Internal Review Panel on United Nations Action in Sri Lanka': http://www.un.org/News/dh/infocus/Sri_Lanka/The_Internal_Review_Panel_report_on_Sri_Lanka.pdf, accessed 30 November 2012.</p> <p>ICG 2009, 'Development Assistance and Conflict in Sri Lanka: Lessons from the Eastern Province', Asia Report No. 165: http://www.crisisgroup.org/en/regions/asia/south-asia/sri-lanka/165-development-assistance-and-conflict-in-sri-lanka-lessons-from-the-eastern-province.aspx, accessed 20 April 2009.</p> <p>NPI Africa & NCKK 2002, 'Strategic and Responsive Evaluation of Peacebuilding, Towards a Learning Model', Report of 2nd Action –Reflection Seminar convened by NPI Africa and NCKK- CPBD Project.</p>

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