CENTRAL ASIA POLICY BRIEF STYLE MANUAL

I.   Introduction

Central Asia Policy Briefs (CAPB) are intended to foster interaction among the policy, expert and scholarly communities. The series deals with current issues of politics, security, society, and economy that are relevant for Central Asia. This includes but is not limited to themes such as socio-economic determinants of security, identity-based conflicts, political Islam, ethno-politics, security organizations, bilateral relations, social and economic development, the situation in Afghanistan and other neighboring states. CAPB will be published on-line in PDF format on the Academy's website.

The manual is designed to provide interested scholars with the Academy's general rules for CAPB submission as well as the requirements in regard to formatting and style.

II.   General Rules

While the structure of a Central Asia Policy Brief may vary depending on the preferences of the author, as a product addressing the policy and expert communities in the region it must outline (1) existing challenges, (2) proposed or implemented responses, (3) policy dilemmas and trade-offs, and present (4) critical comments and / or recommendations based on the analysis of alternative policy options.

- The content of CAPB does not necessarily reflect views of the OSCE Academy.
- At the beginning of the Brief a list of key findings, at the end of the Brief a critical commentary and/or recommendations should be presented.
- The use of diagrams for the presentation of arguments is welcomed; the clear identification of recommendations will be enhanced by setting them apart from other parts of the text in bulleted-point style.

Language
Submissions can be made in English or Russian. We will increasingly try to make Russian translation of select Briefs as well as translations into local languages.

Length
The CAPB is expected to be **3000-3500 words** in length (including key findings and reference list). The Briefs should include a short biography of the author noting one or two recent publications, research focus and e-mail contact details.

III.   Submission and Deadlines

The OSCE Academy Central Asia Policy Briefs are submitted to the OSCE Academy preferably after preliminary discussion over the relevance of the topic. Please submit them electronically to Ms Svetlana Dzardanova, Research and Training Coordinator, at s.dzardanova@osce-academy.net in .odt, .doc, or .docx format.

There is no submission deadline for proposals as they are accepted on a rolling basis. However, calls for special issues inside the series might occur from time to time. Once submitted the draft briefs will undergo review process, involving up to two reviewers per submission. After receiving commentary from the reviewers the author will be asked to make minor corrections or to engage into major revisions. If negatively evaluated by both reviewers the Academy reserves the right to reject the submitted draft.

IV.   Plagiarism

All papers submitted for assessment are accepted on the understanding that it is the author's own effort without falsification of any kind. Authors are expected to offer their own analysis and presentation of information gleaned from research. Any failure adequately to acknowledge or properly reference other sources in submitted work and to properly acknowledge help and assistance received will lead to the dismissal of the paper. Such a paper cannot be re-submitted and the decision will be final with no appeal.

V.   Formatting

Margins
Left margin must be 3.81 cm. Right, top and bottom margins must be 2.54 cm.

Page numbers
Page numbers should appear at the bottom right corner of the page. Use the same font type and size that you use for the body of your text (Times New Roman, 12).

Justification
All the text should be justified.

Spacing
Regular text (body) must be formatted with 1.15 line spacing. This includes chapters, headings and subheadings. Quotations, data in the tables (figures, illustration etc.) are allowed to be single spaced. Footnotes must be single spaced. Bibliography must be single spaced with one blank line after each entry and must be formatted according to the Chicago Style.

Font
Times New Roman font must be used for all parts of the policy paper, including the title page, headings, reference list, etc (exceptions some data in the tables or footnotes). Bold face and italics may be used in subheadings, tables, figures, and specific words in text, but extensive use should be avoided.

Style
Authors should use the Chicago Manuscript Format. If the paper, including the bibliography, does not comply with the Chicago Manuscript Format, it will not be accepted by the Academy.

Color
Color may be used for illustrative materials. Do not use colors for regular text, including the headings, chapters, titles of tables etc.

Footnotes and Reference list
Please use both footnotes and a reference list to acknowledge the sources used. Reference list must be in the same font and size as the body of the paper. It should be single spaced, with one entry in between. Chicago Style must be followed in formatting your bibliography. Reference list should be in the alphabetical order of the family name of the (first) author.
All sources should be cited in the following order:

1.   Primary sources (statutes, treaties, and etc.);
2.   Books;
3.   Articles and Newspapers;
4.   Web sources, CD's, and etc.

A book by a Single Author
Kizza, Joseph Migga. *Computer Network Security and Cyberethics*. Jefferson, N.C.: McFarland, 2002.

A book by more than one author

Coates, Ken and Carin Holroyd. *Japan and the Internet Revolution*. New York: Palgrave, 2003.

A book by four or more authors

Besanko, David, David Dranove, Mark Shanley, and Scott Schaefer. Economics of Strategy. 3rd ed. New York: J. Wiley, 2003.

Electronic books

Kurland, Philip B., and Ralph Lerner. The Founders' Constitution. Chicago: University of Chicago Press, 1987. <http://press-pubs.uchicago.edu/founders/> (accessed 2 June 2001).

Journal articles printed versions

Parikh, Mihir and Sameer Verma. "Utilizing Internet Technologies to Support Learning: An Empirical Analysis." International Journal of Information Management 22, no. 1 (2002): 27-46.

Journal articles electronic versions

Bennett, Jeff. "Environmental Values and Water Policy." Australian Geographical Studies 41, no. 3 (2003): 237-250. <http://www.catchword.com/> (accessed 2 June 2001).

Websites

Therapeutic Goods Administration. "Recalls & alerts." Department of Health and Ageing. Canberra. <http://www.tga.gov.au/> (accessed 2 June 2001).

NOTE: For more examples please refer to the Chicago Manuscript Format Manual.

Samples

You can download earlier policy briefs here: http://www.osce-academy.net/en/research/policy-briefs/ to guide you through format and style.