

## § 1. SUBMISSION GUIDELINES FOR THE OSCE ACADEMY'S PUBLICATIONS

1. The purpose of this set of guidelines is to provide a positively oriented set of mandatory rules for maintaining quality and integrity, to ensure compliance and best practices in research and publication conducted within the OSCE Academy in Bishkek.
2. This set of guidelines is not final and can be amended when necessary. The conditions which are not contained herein, shall be discussed and approved by the OSCE Academy in Bishkek.
3. In general, research and publication activity are conducted within the the Research and Training Unit, under the first-hand superintendence of the Head of the Unit and/or Chief Editor and under the direct supervision of the Academy's Management.
4. The OSCE Academy in Bishkek invites proposals for *the Academy Policy Briefs Series, Research Paper Series, Working Paper Series* focusing on topics related to comprehensive security and development in Central Asia. The scope of topics may include but is not limited to, socioeconomic determinants of security, conflicts, security organizations, economic development, identity, youth, gender, climate change, international relations, and the situation in the OSCE Participating states. The Academy publishes papers written by various academics, researchers, political analysts, and area experts from all over the world. It is compulsory for researchers and related staff members to observe this set of guidelines. In case of intentional failure or criminal negligence to do so, which caused material or reputational damage to the OSCE Academy in Bishkek, the latter reserves the immediate right to reject any manuscript, terminate contractual relations or agreements without assuming any further liability and request reimbursement of damages.
5. All manuscripts submitted to the OSCE Academy undergo a rigorous process of assessment and review processes. Submissions are initially evaluated by the Chief Editor and the Research and Training Unit in terms of relevance, style, and scholarly qualities, with those that satisfy the Academy's minimum requirements are then sent forward to external referees. The review process at the Academy is conducted using a blind peer review system, ensuring anonymity, and only manuscripts that receive recommendations from the referees are published.
6. It is the author's personal responsibility to respect the laws and regulations of the Government in whose territory the OSCE Academy is located and neighboring Central Asian region. In particular, this obligation extends to all relations affecting the reputation of the Academy as an institution affiliated with the OSCE and which extend to the reputation of the OSCE as a whole.

## § 2. GENERAL SUBMISSION REQUIREMENTS

7. The OSCE Academy in Bishkek places paramount importance on authenticity and academic quality in submissions, with the requirement that they **must be original and not have been previously published elsewhere.**

8. The OSCE Academy in Bishkek utilizes the **StrikePlagiarism.com** online service and other resources **to conduct an originality check on submitted manuscripts**, and authors are deemed to have agreed to this process for their manuscripts during the evaluation and publication stages, with rejection of the manuscript as a possible outcome if plagiarism or other academic ethics violations are detected.
9. The OSCE Academy accepts submissions on a rolling basis, although occasionally it may stipulate deadlines for special submissions. In any case all submissions are subject to funding availability.

#### **10. Technical requirements for submissions**

- The suggested font settings for the manuscripts are “**Times New Roman**” with a **font size of 12 points**. Line spacing should be set to “**single**”. A space of 6 nk (inches) should be left between paragraphs, both before and after each paragraph. No additional blank lines should be inserted between paragraphs, except for the necessary spacing as mentioned.
- Submissions can be made in **English** (British Spelling) or **Russian**.
- For word count requirements, please consult **specific publication guidelines**.
- Submissions can be sent in **.doc/.docx** format via mail to [publication@osce-academy.net](mailto:publication@osce-academy.net) and manuscripts shall conform to the referencing style of the OSCE Academy (shown below).

#### **11. Submission steps**

1. Before making a submission, potential author **consults with the Chief Editor** of the OSCE Academy via email to confirm whether the OSCE Academy would be interested in a proposed topic. A potential author must send a **short abstract (300 words)** about the proposed idea and indicate the type of Academy’s publications they are interested in publishing. If the author receives a positive response, they will be requested to submit full draft with a specific deadline and provided Academy’s publication guide. If the potential author receives comments or questions, he/she needs to revise abstract to address the raised concerns properly, namely the letter should contain a point-to-point response to the received feedback. This makes the abstract a subject to another round of ‘revise and resubmit’, ‘accept with revisions’. In any case the OSCE Academy reserves the right to reject any abstract, manuscript that Management and/or Chief Editor believe do not uphold high ethical, quality standards, rules and regulations of the OSCE Academy.
2. After the first draft is received, the Chief Editor reviews the draft and provides comments for improvement of the draft. Once the draft is acceptable, it will go through **double blind review**. The review will take **2 weeks (for policy briefs) and up to 4 weeks** for larger publications.
3. In due time, the author will be **informed about the reviewers’ decisions** and will be provided with their commentaries. The author is provided with a new deadline to work on the reviewers’ comments and revise the draft publication.
4. Author **sends final revised paper**. Chief Editor reviews revised paper and if necessary, provides further comments to finalize the paper.
5. Once final draft is ready, the OSCE Academy arranges **proofreading of the draft**. Authors confirms the proofread papers. Once the proofreading process is complete to all parties’ satisfaction, the submission will be sent to a graphic designer for a finalization and publication.
6. The work can be **published on the OSCE Academy’s website and other Academy’s social media platforms it deems necessary**. The Author will be invited to promote the work via social

media accounts.

## 12. Style and format

Authors are responsible for ensuring that their manuscripts conform to the style guidelines of the OSCE Academy. Submissions must be written with the usage of clear and concise language. Since the Academy's readership comprises specialists and non-specialists, authors should use a language appealing and accessible to all readers. Authors whose first language is not English are strongly recommended to have their manuscripts read and corrected by a proofreader before submission.

Particular attention is requested on the following points:

### 13. English Spelling

British spelling should be used throughout. Numbers from one to ten should be spelled out, other numbers should be given as numerals. Dates should be in these forms: April 8, 1999; 1996-1999; the 1980s. Use the word 'percent' instead of %.

### 14. Names

Use the original spelling in languages that use the Latin alphabet. For transliteration/romanization of all other languages (such as Russian, Chinese, Arabic, Persian, etc.) into English, please follow the style of ALA-LC (American Library Association – Library of Congress).

### 15. Tables and Graphics

The same rules are applied to both the tables and graphs. The headings for tables/graphs are left aligned and use the Table Title style. The title is in Title Capitals. There is no punctuation at the end of the title. Table/Graph captions are placed above the table/graph. The table/graph itself is center aligned. For a sample table, see Table 1 below.

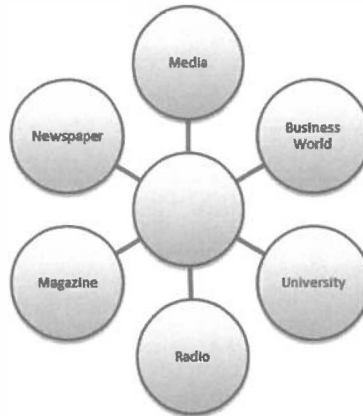
**Table 1:** Title of Table

Column Header	<i>SS</i>	<i>p</i>	N
Table Text 1	1328.250	.189	68
Table Text 2	658.111	.013	252

*Notes or Source: Notes after the table*

### 16. Figures

Figures titles are center aligned. Figure description should be sentence-like and should include a period at the end of the sentence. Figure titles and descriptions are placed below the graphic. The graphic itself is centered. There should not be lines around a figure. For an example, see **Figure 1** below.



**Figure 1:** Explanation for the figure.

The words Table, Graph, and Figure are capitalized when referenced in the text.

### 17. Endnotes

The notes should be numbered consecutively throughout the article, using a raised numeral in the text, to correspond to a list of notes placed at the end. In the list of notes, consistency is crucial for giving references. Words in titles should be written with capital initials. In endnotes **'ibid.'** should not be used. Some examples of citations are given below. All the information shown must be included.

### 18. Books

Name and Surname of the Author, *Book Title*, Edition (if there is), (City: Publisher, Year), p. #.

Example:

- Terence Walker, *The Book Title*, 3<sup>rd</sup> ed., (New York: New York Publishing Co., 1999), p. 100.
- Terence Walker, *et al.*, *The Book Title*, 3<sup>rd</sup> ed., (New York: New York Publishing Co., 1999), p. 100.
- Terence Walker (ed.), *The Book Title*, 3<sup>rd</sup> ed., (New York: New York Publishing Co., 1999), pp. 100-102.
- Terence Walker and Deborah Jones, *The Book Title*, 3<sup>rd</sup> ed., (New York: New York Publishing Co., 1999), p. 100.

Subsequent references should appear as: Walker, *The Book Title*, p. 100.

Walker, *et al.*, *The Book Title*, p.100.

### 19. Articles in Journals

Name and Surname of the Author, "Article Title," *Journal Name*, Vol. #, No. # (Month Year), p. #.

Subsequent references should appear as: Surname, "Article Title," p. #.

E.g.: Francis Fukuyama, "The End of History?," *The National Interest*, Vol. 21, No. 16 (Summer 1989), pp. 3-18.

### 20. Articles/Chapters in Edited Books

Name and Surname of the Author, "Chapter Title," in Name/s of Editor/s (ed/s.), *Book Title*, (City: Publisher, Year), p. #.

Subsequent references should appear as: Surname, "Chapter Title," p. #.

E.g.: Harry Gould, "What Is at Stake in the Agent-Structure Debate," in Vendulka Kubáľková, Nicholas Onuf and Paul Kowert (eds.), *International Relations in A Constructed World*, (London: Routledge, 1998), p. 83.

Subsequent references should appear as: Gould, "What Is at Stake in the Agent-Structure Debate," p. 83.

### **21. Unpublished Theses**

Name and Surname of the Author, "Thesis Title," thesis type, University, Year, p. #.

E.g.: Keith E. Wrightson, "The Puritan Reformation of Manners, with Special Reference to the Counties of Lancashire and Essex 1640-1660," unpublished Ph.D. thesis, Cambridge University, 1974, p. 36.

### **22. Articles/Pages on Web Sites**

Name and Surname of the Author, "Article Title," *E-Journal/E-newspaper/Web Site Name*, Vol. #, No. # (Month Day, Year), retrieved Month Day, Year, from URL.

URL should link directly to the referred text.

E.g.: James Crabtree, "The End of Emerging Markets?" *Foreign Policy*, (May 3, 2020), retrieved June 15, 2020, from <https://foreignpolicy.com/2020/05/03/emerging-markets-coronavirus-pandemic-economic-fallout/>.

### **23. Conference Papers**

Name and Surname of the Author, "Title of Paper," Conference Name, Conference Location, Date, (City: Publisher, Year), p. #.or

E.g.: \_\_\_\_\_, "Welcome Remarks," 4th Interdisciplinary Conference: Adaptation and  
(name, surname)

Transformation in Central Asia, Conference Hall, 3rd floor, OSCE Academy in Bishkek, September 24-25, 2022, (Bishkek: OSCE Academy in Bishkek, 2022), p.1.

### **24. Articles in Newspapers and Popular Magazines**

Name and Surname of Author, "Article Title," *Newspaper/Magazine*, (Month Day, Year).

Subsequent references should appear as Surname, "Article Title."

E.g.: Juan de Onis, "Opium Poppy Gone, Turkish Farmers Ask Why has the U.S. Done This to Us?", *The New York Times*, (August 9, 1973).

Subsequent references should appear as: "Opium Poppy Gone, Turkish Farmers Ask Why has the U.S. Done This to Us?"

### **25. Translated Books**

Name and Surname of the Author, *Title of Book*, translated by Name of Translator, (City: Publisher, Year), p. #.

E.g.: Edward W. Said, *Şarkiyatçılık: Batı'nın Şark Anlayışları*, translated by Berna Ülner, (İstanbul: Metis Yayıncılık, 1995), pp. 11-12.

## **26. Reports**

“Title of Report,” *Institution*, (Month Day, Year), retrieved from URL, p. #.

E.g.: “Seta Security Radar Turkey’s Geopolitical Landscape In 2020,” SETA, (2020), retrieved from <https://www.setav.org/en/seta-security-radar-turkeys-security-landscape-in-2020/> ,pp.28-29.

## **27. Social Media**

Name and Surname of the Author, *Twitter*, Time AM/PM, (date) retrieved from URL.

E.g.: Donald Trump, *Twitter*, 11:03 PM, (November 7, 2017) retrieved from <https://twitter.com/realDonaldTrump/status/927672843504177152>.

## **28. Youtube**

“Title,” *Channel Name*, retrieved on Month Day, Year, from URL.

E.g.: “Euronews Talks with Slavoj Žižek,” *Euronews Youtube*, retrieved on June 1, 2017, from <http://youtu.be/EzM8tqjmCU8>.

## **29. Interview**

Interviews by author, with Name and Surname of the interviewee, conducted in **city**, **date**.

### 30. Other style concerns

- Language specific letters/characters should be used as it is,
- Dates within the text are written as Month Day, Year.
- Always write out the word “percent” rather than %.
- Ordinal Numbers are written as: 3<sup>rd</sup>, 4<sup>th</sup>, 19<sup>th</sup> century, etc.
- Cardinal directions are always written with a capital letter.
- The ampersand (&) is not used. Please use the word ‘and’ both in the text and in the endnotes.
- To emphasize text, please use *italics*. However, when *italics* do not give the intended look for the emphasis, you can prefer single quotation marks (‘’) instead. Never use both to indicate emphasis.
- Also use italics to set off non-English words in the English text: *AGIT*, *AGIT Akademi Bişkek*, etc. If the word has become commonly used and is understood, there is no need to italicize it.
- Use (i), (ii), (iii)... for in-text itemization, not numbers.
- The word administration is written in capital initials when used with a President/Prime Minister name. Ex: Trump Administration.
- All acronyms must be defined when first introduced in an article. Do not define acronyms if they are not used again in the article.

### § 3. SPECIFIC PUBLICATION GUIDELINE

#### 31. Guidelines for Policy Briefs (2500 Words)

1. Policy brief should be no more than **2500 words in total**.
2. **Executive summary:** The Policy brief should consist of one paragraph executive review consisting of a clear overview of the policy challenge and proposed policy change (300 words).
3. **Introduction and Policy Challenge:** The introduction and a policy challenge should address a policy challenge that either currently exists or will exist in the near-term future. The analysis should clearly state what is to be lost by not addressing the challenge and/or what is to be gained by addressing it. When appropriate, a historical or contextual analysis should be included to identify the causes of the policy challenge. Diagrams are welcome. (700 words)
4. **Policy Change:** Proposed policy change, which should include argumentation and evidence. A concrete policy change should be proposed that can address the challenge that has been identified, either by revising or replacing existing policies, or by introducing entirely new policies. Diagrams are welcome. (1000 words)
5. **Recommendations:** There should be one recommendation per bullet point and where relevant, specific entities who should implement the recommendation (e.g., a government, an inter-governmental organization, etc.) should be unmodified. Recommendation should be realistically implementable, meaning that it has a reasonable possibility to be enacted by policy-makers. (500 words)
6. **Acknowledgements:** The paper may include an acknowledgments section that acknowledges individuals or organizations that supported the research.
7. **References**
8. **Author biography**

<b>Executive Summary</b> _____ _____
<b>Introduction and Policy Challenge</b> _____ _____
<b>Policy Change</b> _____ _____
<b>Recommendations</b> _____ _____
<b>Acknowledgements</b> _____ _____
<b>References</b> _____ _____
<b>Author Biography</b> _____ _____



**32. Guidelines for Research Articles/Papers (6000-9000 Words)**

1. Research Articles should be between **6000-9000 words in total**.
2. **Abstract:** The article should have an abstract that summarizes the research question, methodology, key findings, and implications of the study in 200-250 words.
3. **Introduction:** The introduction should provide a clear and concise statement of the research problem and its importance.
4. **Literature Review:** The literature review should provide a critical analysis of existing research related to the research problem.
5. **Methodology:** The methodology section should clearly describe the research design, data collection methods, and analytical techniques used in the study.
6. **Results:** The results section should present the findings of the study in a clear and organized manner.
7. **Discussion and Conclusion:** The discussion section should interpret the results considering the research question and the literature review. The conclusion should summarize the main findings and their implications for theory and practice.
8. **References:** The references section should follow a consistent citation style\* and include only sources cited in the article.
9. **Acknowledgements:** The paper may include an acknowledgments section that acknowledges individuals or organizations that supported the research.

<p><b>Abstract</b></p> <hr/> <hr/>
<p><b>Introduction</b></p> <hr/> <hr/>
<p><b>Literature Review</b></p> <hr/> <hr/>
<p><b>Methodology</b></p> <hr/> <hr/>
<p><b>Results</b></p> <hr/> <hr/>
<p><b>Discussion and Conclusion</b></p> <hr/> <hr/>
<p><b>References</b></p>

### 33. Guidelines for Research Reports (6000-9000 Words)

1. Research Reports should be between **6000-9000 words in total**.
2. **Cover Page:** The report should have a cover page that includes the title, author(s), date, and any other relevant information.
3. **Table of Contents:** The report should have a table of contents that outlines the structure of the report.
4. **Executive Summary:** An executive summary is a brief and comprehensive summary of the research report that provides an overview of its key points and recommendations, designed to help readers quickly grasp its contents.
5. **Introduction:** The introduction should provide a clear and concise statement of the research problem and its importance.
6. **Literature Review:** The literature review should provide a critical analysis of existing research related to the research problem.
7. **Methodology:** The methodology section should clearly describe the research design, data collection methods, and analytical techniques used in the study.
8. **Results:** The results section should present the findings of the study in a clear and organized manner.
9. **Discussion:** The discussion section should interpret the results in light of the research question and the literature review.
10. **Conclusion and Recommendations:** The conclusion should summarize the main findings and their implications for theory and practice. The recommendations section should provide actionable suggestions for future research or practice.
11. **References:** The references section should follow a consistent citation style\* and include only sources cited in the report.
12. **Appendices:** The report may include appendices that provide additional information or details about the research methods or findings.
13. **Acknowledgements:** The paper may include an acknowledgments section that acknowledges individuals or organizations that supported the research.

Cover Page
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Literature Review	_____
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Discussion	_____
References	_____
Appendices	_____

### 34. Guidelines for Working Papers Series

1. For length, please consult the Chief Editor.
2. **Cover Page:** The paper should have a title page that includes the title, author(s), date, and any other relevant information.
3. **Executive Summary:** An executive summary is a brief and comprehensive summary of the research report that provides an overview of its key points and recommendations, designed to help readers quickly grasp its contents.
4. **Introduction:** The introduction should provide a clear and concise statement of the research problem and its importance.
5. **Literature Review:** The literature review should provide a critical analysis of existing research related to the research problem.
6. **Methodology:** The methodology section should clearly describe the research design, data collection methods, and analytical techniques used in the study.
7. **Results:** The results section should present the findings of the study in a clear and organized manner.
8. **Discussion:** The discussion section should interpret the results in light of the research question and the literature review.
9. **Conclusion:** The conclusion should summarize the main findings and their implications for theory and practice.
10. **References:** The references section should follow a consistent citation style\* and include only sources cited in the paper.
11. **Acknowledgements:** The paper may include an acknowledgments section that acknowledges individuals or organizations that supported the research.

Cover Page

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Summary

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Acknowledgements

### 35. Guidelines for Summary Reports (Academy paper series)

1. Summary Report should be between **3000-6000 words**.
2. **Table of Contents:** Table of Contents should include the title and date of the conference and author(s) name.
3. **Introduction:** The introduction should provide a clear and concise summary of the event, including the aim of the event, an overview of the topics discussed and general information about speakers and participants.
4. **Summary of Sessions:** Based on the sessions and topics discussed, the author is expected to propose several common themes and provide a summary on each theme. In summarizing the topics and presentations, it is encouraged not to disclose authors' identities. In some cases, it is possible to mention keynote speakers' names, but author should gain a permission from the speaker first.
5. **Conclusion:** Optional
6. **Annexes:** Official programme must be attached. Speakers' bio should also be attached.
7. **Notes:** Author is expected to share the report with the conference speakers prior to the official publication.

<p>Table of Contents</p> <p>.....X</p> <p>.....XX</p> <p>Introduction</p> <p>_____</p> <p>_____</p> <p>Summary of Sessions</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Conclusion</p> <p>_____</p> <p>_____</p> <p>Annexes</p> <p>_____</p> <p>_____</p> <p>Notes</p> <p>_____</p> <p>_____</p>
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### 36. Guide for Survey/Field Research Studies

The purpose of this guide is to provide researchers conducting survey field research studies with a comprehensive framework and essential considerations. Conducting surveys in the field requires careful planning and adherence to **ethical, legal, and methodological standards**. The following steps and guidelines will assist researchers in successfully conducting their survey field studies.

1. **Define Research Objectives:** In your Proposal clearly define the research objectives and questions of your study. Determine the specific information you aim to gather through the survey.
2. **Design the Survey Instrument:** Develop a well-designed survey instrument that aligns with your research objectives. **Ensure the questions are clear, concise, and unbiased.** Consider using **established survey scales or validated measures** when appropriate. **Pre-test the survey** to identify and address any potential issues.
3. **Obtain Ethical Approval:** Seek ethical approval for your survey research from the appropriate institutional review board (IRB) or ethics committee. It is **the researchers' responsibility to obtain the ethical approval document from their affiliated university. This document must be submitted to the OSCE Academy in Bishkek, along with other necessary documents, prior to commencing the field research.** Researchers must adhere to the required protocols and guidelines to ensure the protection of participants' rights and welfare.
4. **Legal Approval:** In certain cases, conducting a field study **requires obtaining approval from official** local authorities to ensure compliance with the laws and regulations of the Kyrgyz Republic. To avoid any legal conflicts while conducting the survey, it is essential for researchers to obtain official approval from the relevant state body (when needed). It is the researcher's personal responsibility to communicate this issue with appropriate authorities. **This approval document must be submitted to the OSCE Academy's Head of Research and Training Unit, along with other necessary documents, before commencing the field research. It is the responsibility of the researchers to secure this official approval** to ensure the study is conducted in accordance with legal requirements. In any case OSCE Academy researcher/s hold harmless and indemnify Academy, its donors, partners, editors, publishers against any liability for any claims and expenses, including reasonable attorney's fees, arising out over disputes/disagreements/objections/claims/suits related to the survey.
5. **Identify and Recruit Participants:** Define your target population and sampling strategy. Clearly specify inclusion and exclusion criteria for participant selection. Use appropriate methods to recruit participants, such as random sampling, stratified sampling, or convenience sampling.
6. **Informed Consent Process:** Prioritize **obtaining informed written and signed consent from participants. Develop an informed consent form that explains the purpose of the study, procedures, risks and benefits, confidentiality measures, and participants' rights.** Ensure participants fully understand the study before providing consent.
7. **Data Collection:** Implement your survey in the field. Train data collectors on the survey instrument, ethical considerations, and data collection protocols. Collect data using appropriate

methods, such as face-to-face interviews, telephone surveys, or online surveys. Maintain accurate records of participant responses.

8. **Quality Control:** Monitor data collection processes to ensure accuracy and consistency. **Implement quality control measures**, such as regular supervision and validation checks, to identify and rectify any errors or discrepancies.
9. **Data Analysis:** Clean and analyze the collected data using appropriate statistical methods and software. Conduct descriptive and inferential analyses to address research questions. Interpret the findings based on the research objectives.
10. **Protect Participant Confidentiality:** Maintain strict confidentiality of participant data. Anonymize or code participant responses to ensure their privacy is protected. Securely store and protect data during and after the study, adhering to data protection regulations.
11. **Report and Disseminate Findings:** Prepare a comprehensive report that includes an executive summary, methodology, findings, and conclusions. **Clearly communicate the results and their implications to the Chief Editor.** Additionally, **consult with the Chief Editor** regarding the dissemination of the findings through publications, presentations, or policy briefs using **OSCE Academy in Bishkek** publications as a platform.

This guide serves as a roadmap for researchers conducting survey field research studies. By following these steps and guidelines, researchers can ensure the ethical conduct of their studies, obtain reliable data, and contribute valuable insights to their respective fields.

### **37. Intellectual Property Rights**

Intellectual property rights include copyright, moral rights, performing rights, broadcast rights, patents, trade secrets, database rights, registered and unregistered design rights, trade mark rights in works developed through the work of any of the projects implemented via, with support or in cooperation with the OSCE Academy. Ownership conditions are to be set in the contracts and dependent on project requirements as well as OSCE Academy's position.

### **38. Sample Disclaimer**

*The information contained in this material is based upon the research and the personal and professional experiences of the author, does not reflect the opinions of the Academy, its personnel, donor or partner network. Neither the OSCE Academy its donors and partners accept any legal responsibility for any errors or omissions, assume any liability or responsibility for the accuracy, political correctness and propriety, compliance with academic literacy and applicable writing styles, completeness, or usefulness of any information provided in this material, nor shall they be liable for any direct, indirect, incidental, special, consequential or punitive damages arising out of the use of the materials or its contents.*