

CENTRAL ASIA POLICY BRIEF STYLE MANUAL

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I. INTRO- DUCTION

Central Asia Policy Briefs are intended to foster interaction among the policy, expert and scholarly communities. The policy briefs are published on-line in PDF format, with printed copies available from the OSCE Academy.

This series deals with current issues of politics, security, society and economy relevant for Central Asia. This includes but is not limited to such themes 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. Central Asia Policy Briefs will be published on-line in PDF format, with printed copies available.

The aim of this manual is to present you the Academy's requirements and rules on writing a policy brief and guide you on formatting, style and submission processes. All submitted papers are expected to comply with these rules.

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 it must outline (1) existing challenges, (2) proposed or implemented responses, (3) policy dilemmas and trade-offs, and present (4) recommendations based on analysis of alternative policy options.

- The content of Central Asia Policy Briefs 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 recommendations should be presented.
- Use of diagrams for presentation of arguments is welcome and clear identification of Recommendations will be enhanced by setting them apart from other text in a box of bulleted list.

LANGUAGE

Submissions can be made in English or Russian. We will make Russian translation of select Briefs.

LENGTH

The Central Asia Policy Brief is expected to be 3000-3500 words (inclusive of key findings and reference list). The Policy Briefs should include a short bio of the author noting one or two recent publications, research focus and e-mail contact details.

SUBMISSION AND DEADLINES

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

There is no submission deadline for proposals as they are accepted on a rolling basis.

PLAGIARISM

Plagiarism is the act of copying or including in one's own work, without adequate acknowledgement, intentionally or unintentionally, the work of another, for one's own benefit. It is academically fraudulent and an offence against OSCE Academy rules.

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.

III. FORMATTING

MARGINS

Left margin must be 1.5 inches (3.81 cm). Right, top and bottom margins must be 1 inch (2.54 cm).

JUSTIFICATION

All the text should be justified.

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.

COLOR

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

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).

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. Endnotes and 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.

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.

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.