

## Instructions for Research Paper Authors

The OSCE Academy welcomes your prospective Research Paper (RP), which we hope will not only foster interaction between policy-makers, scholars and other practitioners and experts, but also lead to genuine policy change. We expect all RPs to adhere to the following rules with respect to their content, format and citation system, as well as method of submission.

### Content Rules

We accept RP topics primarily from the social sciences, but will consider submissions from the humanities and applied exact sciences so long as the topic is intimately connected to Central Asia. We will also consider submissions concerning the institutions of the Organisation for Security and Cooperation in Europe (OSCE) and/or its participating signatory states and observers, and/or the OSCE “backyard” in Asia. There is some flexibility in these categories but for a rule of thumb, please consult these tables:

Central Asia	OSCE regions <sup>1</sup>
Kazakhstan	Caucasus, Central Asia and Mongolia
Kyrgyzstan	Commonwealth of Independent States and Former Soviet Union
Tajikistan	European Union
Turkmenistan	North America <sup>2</sup>
Uzbekistan	Russian Far East
OSCE institutions <sup>3</sup>	OSCE backyard
Secretariat	Afghanistan
Parliamentary Assembly	India and Pakistan
Office for Democratic Institutions and Human Rights	Iran
High Commissioner for National Minorities	Korean Peninsula and Japan
Representative on Freedom of the Media	People’s Republic of China
Court of Conciliation and Arbitration	Shanghai Cooperation Organisation (SCO)
Minsk Group	Collective Security Treaty Organisation (CSTO)
Country-specific missions, program offices, election monitors, etc.	Eurasian Economic Union (EAEU)

Your submission must not have been published elsewhere and it should have the following characteristics:

1. Be geared toward the recent past, present and/or near-term future of the country, institution and/or region you are addressing.
2. Identify a concrete or measurable practice, problem, phenomenon or issue. You do not necessarily need to propose a solution.
3. Clearly provide and use a theoretical framework and/or methodology to justify and conduct the research.
4. Abide by the OSCE’s mandate to ensure human rights and fundamental freedoms in its participating states. Any deviation from the OSCE’s mandate must be thoroughly justified in your argumentation.
5. Abide by international standards of academic research writing, meaning that at a minimum you provide an abstract, introduction, body and conclusion, with a list of references. (See: Format Rules below.)
6. Be written in a consultative, non-adversarial and non-partisan manner, meaning that you do not knowingly pick a side in an ongoing conflict or knowingly advocate for any kind of political violence, terrorist activities or regime change.
7. Not contain any plagiarised or falsified material. You must offer your own research and analysis, while making sure to acknowledge and cite any argumentation and evidence, including data, that is not strictly your own. Any failure to do so will lead to the dismissal of your submission without the possibility of either re-submitting or appeal.

<sup>1</sup> Including states that have signed one or both of the Helsinki Final Act and the Paris Charter.

<sup>2</sup> As of December 2021, not including Mexico.

<sup>3</sup> Listed as of December 2021.

## Format Rules

### Word Limits

Abstract:	Up to 500 words
Introduction:	Up to 1500 words
Body:	Up to 6000 words
Conclusion:	Up to 1000 words
<i>Minimum:</i>	<i>6000 words</i>
<i>Maximum:</i>	<i>9000 words</i>

### Style Rules

Font:	Times New Roman, size 12
Spacing:	1.5
Margins:	A4
Page numbers:	Bottom right corner
Anonymisation:	Do not include your name in the document

1. Your submission must between 6000 and 9000 words in total, including abstract, introduction, body and conclusion, but *not including* footnotes, references and your biography. We reserve the right to either abridge or grant you additional space, but only after the peer review process is complete. Please do not abuse the footnote exclusion by writing footnotes that are over 100 words.

2. Your abstract must be a brief summary of your paper, not a rehash of your first or final paragraphs.

3. Your must begin with an introduction in which you provide a clear overview of your topic, your theoretical framework and/or methodology, and your argument.

4. You must have a body containing some or all of the following, depending on your topic:

- Background, rationale, research problem, theoretical framework and/or methodology.
- Data, findings and/or discussion.

5. The conclusion of your submission does not need to be a rehash of the total paper. You can give a brief re-summarisation and then outline future avenues of research, possible solutions (if you are addressing a problem), “things to watch out for”, etc.

5. Your submission must use British English or the language relevant to your submission.

6. Your submission must use footnotes to cite references. You may also use footnotes to make the reader aware of other viewpoints on your topic, or to include other relevant but not critically necessary information.

7. Your submission must use the Chicago Manual of Style. There are slightly different versions. Here are some tips:

The first time you refer to a text, write a complete citation:<sup>4</sup>

Full name(s) of author(s), *Title of book* (City: Publisher, Year): page number of citation.

Full name(s) of author(s), “Title of article, report or chapter”, *Title of journal or book, etc.*, volume and issue number (Year): page number of citation.

Full name (s) of author(s) “Title of article, report or chapter”, Name of organisation, publication date: page number of citation.

Full name (s) of author(s) “Title of article or webpage”, *Title of news agency or website*, publication date: ¶ number, § number.

Every time afterward, you must use a shorted citation:<sup>5</sup>

Author last name(s), *Title of book*, year: page number of citation.

Author last name(s), “Title of article, report or chapter”, year: page number of citation.

Author last name(s) or organisation name (or acronym), “Title of article, report or chapter” year: page number of citation.

Author last name(s) or news agency/website title, “Title of article or webpage,” year: ¶ number, § number.

For the bibliography/references, you must use a slightly modified version of the footnote:<sup>6</sup>

Full name(s) of author(s). *Title of book* (City: Publisher, Year).

Full name(s) of author(s). “Title of article, report or chapter.” *Title of journal or book*, volume and issue number (Year): full page range.

Full name (s) of author(s). “Title of article, report or chapter”, Name of organisation, publication date: full page range.

Full name (s) of author(s) or title of news agency/website title, “Title of article or webpage,” year: URL (date when you accessed it).

For more information about the Chicago Style, please visit: <https://www.chicagomanualofstyle.org/>

<sup>4</sup> If the author is unknown, you do not need to include it in the citation.

<sup>5</sup> If there are more than three authors, write the last name of the first author followed by “et al.”

<sup>6</sup> Some versions of the Chicago system have author name followed by year. This is also acceptable.

## Submission Process

1. We accept submissions on a rolling basis, although we may stipulate deadlines for special events or negotiate deadlines with authors who are still in the process of drafting their submission.
2. Before making your submission, please consult with either the **Research and Training Unit** and/or the **Chief Research Editor** to confirm whether the OSCE Academy would be interested in your topic. In your e-mail, clearly explain the policy challenge you want to address and the policy change you will offer. Our team may be reached via e-mail: **publication@osce-academy.net**
3. If you receive a positive response, please submit your anonymised draft and biography to the above e-mail address in either .odt, doc, or .docx format. Due to the need to make comments inside the text, we do not accept .pdf format.
4. Your submission will undergo double-blind peer review, meaning that neither you nor the reviewers will be made aware of each others' identity. Depending on the availability of review candidates, your submission will have one to two reviewers.
5. We will inform you of the reviewers' decisions and commentaries about your submission. Please be advised that the review process can take between two weeks and two months, depending on the situation. The reviewers have seven options:

"Ready to publish"	The reviewers feel your submission is already sufficient for publication.
"Minor revision"	The reviewers feel your submission only requires small changes.
"Major revision"	The reviewers feel your submission requires significant changes.
"Shepherd"	Your submission requires either a major or minor revision, but a reviewer is willing to offer direct guidance and/or assistance.
"Revise and re-submit"	The reviewers feel submission must be rejected in order to be re-conceptualised, and perhaps even re-written, from scratch.
"Reject"	The reviewer feel your submission suffers from a problem so critical that no revision could salvage it.
"Illegible"	Equivalent to "Revise and Resubmit", but on the basis of linguistic problems as opposed to argumentation and evidence.
6. If you have received suggestions for revisions, you must implement those that seem reasonable to you and justify those that you have not. Once completed, send your submission back to the Research and Training Unit and/or the Chief Research Editor.
7. Proofreading will commence, during which you should expect further instructions or suggestions from our team.
8. Once the proofreading process is complete to all parties' satisfaction, your submission will be sent to a graphic designer for finalisation and publication. You will also be invited to promote your work via your social media accounts.