

Berghof Handbook for Conflict Transformation

Technical Guidelines for Authors

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- **A. Article Guidelines**

1. Content

The Handbook is aiming to present cutting-edge insights, well-founded analyses and recommendations. In clarifying the underlying concepts and opinions, each author should present an original work reflecting on the current practice, discourse, developments, and research in the particular field.

2. Style

Each article should be written in easily accessible English language (e.g. short sentences), in a style that is clear and precise. The writing should take into account that certain readers will have limited theoretical and conceptual background knowledge of the issues presented. The articles should also be understandable to non-native English speakers.

3. Focus

The Berghof Handbook will focus primarily on the practical, hands-on aspects of conflict transformation. While supporting theory should be identified and explained, each article should concentrate on the issues of practice.

4. Format

The main “vehicle” of the Berghof Handbook will be an essay format with further supplementary information presented in boxes containing, e.g. definitions, outlines of current debates, charts, summaries, key concepts, relevant sections of important documents, checklists. The article should be supplemented with a (short) list of most relevant further reading and literature, as well as links and websites, where applicable. Articles should not, or only very sparingly, use footnotes. Author-date citations should be kept to a minimum, reflecting the originality of each essay article.

B. Technical Details on Manuscripts and Submission

1. Format and Submission of Manuscripts

Article manuscripts should

- use DOUBLE line spacing, 12-point font, Times New Roman font, standard margins, and with page numbers on the bottom centre of each page including the first.
- use as little 'own' formatting (spaces, fonts, etc.) as possible in order to ease transfer into the Berghof Handbook layout. The articles should, of course, clearly label headings and sections, giving structure to the argument.
- be submitted in electronic form (preferably as e-mail attachment, alternatively on a disk or CDROM). The manuscripts should be either in computer programme Word or Rich Text Format – the Macintosh versions of these should be used only if there is no other alternative.
- When sending your article as an email attachment, please ensure that you send, where appropriate:
 - 1 attachment of the full text (with graphics, i.e. boxes, charts) in .RTF format, and
 - 1 attachment of just the text in .DOC and/or .TXT format, and
 - 1 attachment of just the graphics in a WORD-compatible format.

2. Manuscript Length

The **article** should be a maximum of **7000-9000 words** (roughly 12 pages of single spaced text with three additional pages of graphics, further reading, relevant links, and other supplementary information). **Comments for Berghof Handbook Dialogue Series should be a maximum of 3500 words (This also applies to concluding reflections by lead authors in Dialogues).**

3. Author Profile

Please include a short paragraph of biographical information that includes your present position and field of work (max. 75 words). For inspiration, visit www.berghof-handbook.net/profile/authors/

4. Terminology

Considering the broad variety of terminology used, the Handbook glossary provides a set of working definitions for the Berghof Handbook (www.berghof-handbook.net/documents/publications/handbook_glossary.pdf; see also www.berghof-foundation.de/en/glossary/ and http://www.berghof-foundation.org/images/uploads/berghof_glossary_2012_01_conflict.pdf). In case your understanding differs considerably, please outline your usage.

5. Orthography

If possible, follow the British spelling rules. For the sake of consistency across the Handbook contributions, please adhere to the following Berghof Handbook standards:

Peacemaking / peacemakers	Compound words
Peacekeeping / peacekeepers	
Peacebuilding	
Cooperation	
Ethnopolitical conflict	

Track I / II / III	Capitalisation of 'Track'; roman numbers
Post-conflict peacebuilding/ reconstruction	Hyphenated
Third-party (<i>as adjective</i>)	
Problem-solving	
Bottom-up / top-down	
Decision-making, decision-makers	
Conflict-sensitive	
Peace enforcement	Two words
Local level	
In practice	

Other:

Quotation marks:

Double inverted commas should be used for both quotes as well as terminology (with the exception of the quote within the quote).

Capitalisation:

In the past, we have come to use less capitalisation rather than more. For instance, western is spelled out in lower case.

6. Citations, References, Further Reading - Guidelines on our House Style

References and Citations

Author's full name should be spelled out the first time s/he is mentioned in the text (rather than just referenced).

Citations within the text (direct or indirect quotes, and references) should be followed by the author's last name, year of publication, and (where relevant) page numbers (*without* the marker p. or pp.).

The corresponding references should be placed within the Further Reading/References section.

As illustrated in the Chicago Manual of Style (14th edition, 1993):

"The basic form of the author-date citation in running text or at the end of a block quotation consists of the author's last, or family, name and the year of publications of the work. [...] When a book or pamphlet bears no author's name on the title page and is published or sponsored by a corporation, government agency, association, or other group, the name of that group may serve as the author in text references..." (Chicago University Press, 1993)

Examples:

Direct quote

This is important, Bush argues, because "... a project may fail according to limited development criteria but succeed according to broader peacebuilding criteria... (and

conversely) a project may succeed according to pre-determined developmental criteria but fail in terms of a beneficial impact on peace” (Bush 1998, 6).

→ Note that there is *no comma* before the year, and *no p* to indicate page before the page number! Note also that the full stop follows at the true end of the sentence, after the citation bracket.

If a publication is authored by more than two authors than the authors should be displayed as follows:

1. if in parenthesis

The social fabric, structures and institutions are also damaged, and norms, values and principles are undercut (Lykes/Mersky 2006).

2. if in text

For Latin America, Koonings and Kruijt (2004) underline the de-facto coexistence of formal constitutionalism, (electoral) democracy and an often vibrant civil society.

→ Note that either “/ “ or “and” are used but never “&”

Indirect quote/ reference:

Bush characterises the pre-project assessment as a screening exercise that examines the dynamics of the conflict environment and its likely impact on the proposed project (Bush 1998, 12-19).

→ Note that there is *no comma* before the year, and *no p* to indicate page before the page number! Note also that the full stop follows at the true end of the sentence, after the citation bracket.

Another example is the quarterly monitoring by the Operation Lifeline Sudan consortium (OECD 1999, 27).

→ Note that there is *no comma* before the year, and *no p* to indicate page before the page number! Note also that the full stop follows at the true end of the sentence, after the citation bracket.

Stephen Jay Gould (2001) for example, states: “...”

→ Note that if the name of the author is part of the sentence, it suffices to include the year in which his or her work was published - plus page numbers, where applicable - in brackets.

Examples of a Further Reading section

Single Author

Gellner, Ernest 1992. Postmodernism, Reason and Religion. London: Routledge.

→ Note that first names are spelled out to ease identification.

Bush, Kenneth 1998. A Measure of Peace: Peace and Conflict Impact Assessment of Development Projects in Conflict Zones. Ottawa: International Development Research Centre (IDRC), Peacebuilding and Reconstruction Programme Initiative and The Evaluation Unit (Working Paper No. 1).

→ Note that first names are spelled out to ease identification.

Two Authors

Ramsbotham, Oliver & Tom Woodhouse 1996. *Humanitarian Intervention in Contemporary Conflict*. Cambridge: Polity.

→ Note that authors' names are linked by "&" instead of "and".

Three and More Authors

Ferdinands, Tyrol, Kumar Rupesinghe, Paikiasothy Saravanamuttu, J. Uyangoda & Norbert Ropers 2004. *The Sri Lankan Peace Process at a Crossroads: Lessons, Opportunities and Ideas for Principled Negotiations and Conflict Transformation*. Colombo: Berghof Foundation for Conflict Studies.

[In such a case, while all authors should be listed in the references' section, in the text of the article the book would be referred to as Ferdinands et al. 2004]

More than one book/ article by the same author in the same year

Senghaas, Dieter 1994a. *Interdependenzen im internationalen System*, in: Gret Krell and Harald Müller (eds.). *Frieden und Konflikte in den internationalen Beziehungen*. Frankfurt am Main: Campus, 190-222.

Senghaas, Dieter 1994b. *Wohin driftet die Welt? Über die Zukunft friedlicher Koexistenz*. Frankfurt am Main: Suhrkamp.

→ Mark works by the same author from the same year with a, b, c, etc. and use consistently!

Articles in Edited Volumes

Banac, Ivo 1995. *Nationalism in Southeastern Europe*, in: Charles A. Kupchan (ed.). *Nationalism and Nationalities in the New Europe*. Ithaca: Cornell University Press, 107-121.

Articles in Magazines

Hayner, Priscilla B. 1994. *15 Truth Commissions – 1974 to 1994: A Comparative Study*, in: *Human Rights Quarterly*, 16, 4, 597-655.

→ Note that the following citation for Volume and Number: 16(4) is used, without Vol. or No. as markers.

Edited Work

Wulf, Herbert (ed.) 2000. *Security Sector Reform*. Bonn: Bonn International Center for Conversion (BICC).

Austin, Alex, Martina Fischer & Norbert Ropers (eds.) 2004. *Transforming Ethnopolitical Conflict*. The Berghof Handbook. Wiesbaden: VS Verlag für Sozialwissenschaften/ GWV Fachverlage.

Online Resources

Smith, Dan & Janani Vivekananda 2007. *A Climate of Conflict: The Links between Climate Change, Peace and War*. London: International Alert. Available at www.international-alert.org/publications/getdata.php?doctype=Pdf&id=322&docs=980 [accessed 12 June 2008].

Websites

Berghof Foundation: www.berghof-foundation.org.

- Note that the link is quoted *without* the “http://” and followed by a full stop.
- Please also make sure to include the date when you last accessed the online resource that you cite in the following manner: [accessed 12 June 2008]. Alternatively, if there are a lot of web-links, include a line at the end of the references that states [all websites accessed day month year]

C. Cooperation between Authors and Editors

1. Initial interaction between authors and editors:

- Editors will supply authors with keywords and questions, outlining crucial components of each article as envisaged by the editors.
- Each author is asked to provide a structure and draft summary as soon as possible.
- In case of later significant changes to the article content or structure, editors and authors should inform the other as early as possible.

2. Editing and publication process:

- Manuscripts are subject to stylistic editing for conformity to the Berghof Handbook's editorial format and requirements, including the article's length, format, grammar, coherence of content throughout the Handbook, uniformity of language and style, cross-reference, supplementary and complementary information (e.g., definitions, case studies, charts).
- Authors will be consulted about significant changes to the article resulting from the above process.

3. Authors and Editors sign a contract, which details the legal rights and responsibilities of each. (The contract is a separate document that will be sent to you upon committing to write a contribution for the Berghof Handbook for Conflict Transformation.)

D. Contact Details

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