

## JPD Guidelines for submissions

We look forward with interest to receiving your submission. Below are some formatting guidelines. Feel free to contact us at [jpd.production@gmail.com](mailto:jpd.production@gmail.com) if you need help. Please note, all submissions must be completed online at <http://mc.manuscriptcentral.com/rjpd>

### JPD accepts the following types of manuscripts:

- **Articles** address critical themes or analyzes on the peacebuilding–development nexus and usually have a practice or case study component. They must be contextualized within the scholarly and policy literature and existing debates (8,000 words maximum, including endnotes and bibliographical references).
- **Briefings** are country, practice or policy reviews and analysis of current events and topical issues (2,500 words maximum). They do not need to refer to the literature, but should be properly sourced.
- **Policy Dialogues** are short policy briefings engaging key topics on the international policy agenda, such as the interactions and/or implications for peacebuilding and development. Key topics include, i.e. Agenda 2030, migration, climate change. (2,500 words maximum, editorially reviewed)
- **Book reviews** are critical assessments of new books that integrate peacebuilding and development concerns into a thematic review of 3 books minimum (1,000 words maximum).
- **Resources** include notices of new books, reports, videos, e-communications and websites that link peacebuilding and development (150 words maximum), and declarations – communications and other relevant statements by NGOs or multilateral organisations (1,000 words maximum).
- **Note:** There is no limit on the number of references allowed, although authors should bear in mind that the word count per article includes references.

### What to include in the submission:

#### 1) Main Document and Cover Sheet:

A. Cover sheet containing authors affiliation and e-mail address, followed by Abstract (150 words), Key Words (up to 10), Biography (50 words), and Word Count (inclusive);

B. Draft1: full text. Do not include the author's name. Identify 5-8 pull-quotes with the notation <PULLOUT> at the beginning and end of the sentence.

C. (if necessary) tables and figures are to be included as separate documents.

#### 2) Format: All submissions must be typed single-spaced using Times New Roman, 12 pt, and block paragraph formatting, with a one-inch margin. The article must be typed using Microsoft Word. The main document should contain: title; abstract (where applicable); keywords; and the body of the paper.

- a) If submitting before peer review, please ensure author names DO NOT appear in the main document to ensure blind review.
- b) If submitting a revision, include all track changes in document.

- 3) **Editorial style:** (punctuation, capitalization, etc.)
  - a. **Referencing:** Please use APA Referencing style but use single quotation marks instead of double. Use parenthetical referencing in text (author date:page), e.g. (Moyo 2000:96). For bibliographical referencing, use the order: author, date, title, place, publisher. An example: **Moyo, F.** 2000, *Post-Colonial Zimbabwe*, Harare: Mason Press. The bibliographic references should be listed alphabetically and be consistent in style.
  - b. **Endnotes:** Should be kept to a minimum (10 at the most) and placed at the end of the article.
- 4) **Pull-Quotes:** Please **bold 5-8 'pull outs' with <PULLOUT> note** that should:  
*Pull-quotes are NOT needed for briefing submissions.*
  - a. Reflect the author's original contributions or simply make a telling point (not be sourced)
  - b. Distributed as evenly as possible throughout the text
  - c. Be stand-alone' phrases, i.e. not start with something that suggests knowledge of previous point, "in so doing", or "therefore"...
  - d. Preferably be full sentences, but not be too long (one short-medium sentence or part of a sentence).
  - e. Where possible, link peacebuilding and development and highlight key points in the logic and flow of the article.
  - f. Selected from paragraphs that are of a decent size (so when they are literally 'pulled out' they do not overwhelm the paragraph).
- 5) **Title:** Include a title for your submission of no more than 15 words.
- 6) **Abstract:** Include an abstract of no more than 150 words. *Abstracts are NOT needed for briefing submissions.*
- 7) **Biography:** Include a biography of no more than 50 words. Do not include email addresses and phone numbers.
- 8) **Keywords:** Please identify a minimum of 3, and a maximum of 10 keywords reflecting the theme of your submission.
- 9) **Diagrams, figures, maps and other graphic material:** should be placed contiguous to the matching text and submitted as a separate file for attachment in .jpeg, .eps or .TIFF format. Captions should be provided, and preferred placement of figures indicated in the manuscript with a note such as **{Insert Figure 1 Here}**.
- 10) **Copyright** of articles published in the Journal rests with *JPD*.
- 11) **Original Work:** All manuscripts must be the author(s) original work and may not be published anywhere else. All pieces will be checked for plagiarism.

For additional author inquires, visit <https://us.sagepub.com/en-us/nam/journal-of-peacebuilding-development/journal203581#submission-guidelines>