

# Guideline for Authors of swisspeace Working Papers

This Guideline provides useful information for authors of swisspeace Working Papers. It covers the scope and objectives of the Working Paper series, outlines the review process, highlights some formal requirements, and provides contact details for inquiries.

## 1 Description of swisspeace Working Paper Series

The swisspeace Working Paper Series publishes high-quality academic writing of swisspeace staff members and international scholars covering topical issues in peace research, while also providing a space for practitioners to discuss their reflections on peacebuilding practice.

The swisspeace Working Paper Series has the following specific purposes:

- to promote dialogue between peace research and peacebuilding practice
- to provide an easily accessible and speedy publication format for swisspeace staff and international experts
- to highlight the varied research and practice work of swisspeace.

swisspeace Working Papers are published on a quarterly basis. The regular publication dates are at the end of the following months March, June, September, and December.

The swisspeace Working Paper Series is coordinated by two swisspeace staff members who act as the Working Paper editors (WP Editors).

## 2 Review Process

### 2.1 Overall Process

The review process follows a standard peer-review format comparable to the one of most academic journals. It includes the following four steps:

- Step 1: Submission of and decision on abstract  
The author submits an expression of interest in form of an abstract of about 250 words, outlining

the fundamental research puzzle and argument. The abstract shall be directed at one of the two WP Editors ([dominik.balthasar@swisspeace.ch](mailto:dominik.balthasar@swisspeace.ch) or [julie.bernath@swisspeace.ch](mailto:julie.bernath@swisspeace.ch)). The WP editors approve of or reject the expression of interest and notify the author. If approved of, the author is invited to provide a WP draft and a time plan is agreed upon with the author.

- Step 2: Submission and Review 1

Once the WP draft is received by the WP Editors, the draft is sent to one or two reviewers for a blind review of the paper. Based on the review, the editorial board decides on the submission and informs the author about its decision, indicating one of the following for options: (a) approval for publication; (b) publication with minor revisions; (c) publication with major revisions; (d) rejection.

- Step 3: Resubmission and Review 2

In scenarios (b) and (c) the author will resubmit the WP. in track changes, in scenario (c) the author will submit a new version without track changes. In all scenarios, the Resubmission involves a report that accounts for the revisions undertaken. The revisions will be assessed by the reviewer(s). Based on this assessment the editorial board will take a decision on the reviewed paper and indicate one of the following options to the author: (a) sufficient revision; (b) insufficient revision and demand for second revision; (c) insufficient revision and abortion of publication process.

- Step 4: Final decision and publication

Once revisions are deemed sufficient and the overall quality of the draft WP good enough for publication, the WP editors will inform the author about the outcome and envisioned publication date, and forward the WP to the layout team.

## 2.2 Time Frame on the Side of the Editors

The WP Editors aim at ensuring a speedy process. The author can expect to get a notification on the abstract within a maximum of two weeks and a decision on the draft versions within a maximum of one month.

## 2.3 Quality Criteria

swisspeace Working Papers are assessed according to the following three quality criteria:

- thematic, conceptual, methodological and practical relevance to the work of swisspeace
- the quality of the paper in terms of clarity, structure, writing style and argumentation
- its contribution to wider research and practice in the areas of conflict and peace

## 2.4 Editorial Board

The editorial board includes the two WP editors and one third swisspeace staff chosen based on his or her expertise in the topic of the respective paper.

### 3 Formal requirements

The authors are asked to stick to the following formal requirements:

- Language: swisspeace Working Papers are in English. A decent quality of language is expected from the authors. swisspeace is not able to provide for language editing of the Working Papers.
- Content: scientific contribution of project and/or research outputs as well as working in progress
- Length: range between 8'000-15'000 words
- Format: A4, no color allowed on inside pages, no colored graphics. Will only be printed in black and white.
- Title: Main title should not exceed 100 characters. Subtitles are allowed and will appear on the inside cover.
- Abstract: Only in English, mandatory. Maximum length of 1'500 characters including spaces.
- Acronyms: if you use acronyms, please provide a complete list.
- Referencing: use the Harvard system, e.g. (Jones et al., 2013: 4)
- Footnotes: can be used.  
Due to layout, a footnote should not exceed the length of 400 characters (including spaces and web links). No more than 5 such footnotes fit into one layouted page.
- Bibliography: please use the following format.  

Reimann, C., Chigas, D. and Woodrow, P. (2012). An Alternative to Formal Evaluation of Peacebuilding: Program Quality Assessment. Cambridge/MA: CDA Collaborative Learning Projects.

Byrne, J. (1995). Disabilities in tertiary education. In: Rowan, L. and McNamee, J. (ed.): Voices of a Margin. Rockhampton: CQU Press.

Christensen, M. and Utas, M. (2008). Mercenaries of Democracy: The 'Politricks' of Remobilized Combatants in the 2007 General Elections, Sierra Leone. African Affairs, 107, 515-39.

Stamm, S. (2013). Conflict Dimensions of International Assistance to Refugees from Syria in Lebanon. KOFF Discussion Paper. Available at:  
[http://www.swisspeace.ch/fileadmin/user\\_upload/Media/Publications/ConflictDimensions\\_SyrianRefugeesLebanon\\_swisspeace2013.pdf](http://www.swisspeace.ch/fileadmin/user_upload/Media/Publications/ConflictDimensions_SyrianRefugeesLebanon_swisspeace2013.pdf)
- Biographies: please provide a short biography (text) for all authors.

### 4 Contact

For any inquiry about the swisspeace Working Paper Series, please contact one of the two WP editors:

- Dr. Dominik Balthasar, [dominik.balthasar@swisspeace.ch](mailto:dominik.balthasar@swisspeace.ch), 0041 (0)31 330 21 16
- Dr. des. Julie Bernath, [julie.bernath@swisspeace.ch](mailto:julie.bernath@swisspeace.ch), 0041 (0)31 330 10 77