

# Die Friedens-Warte | Journal of International Peace and Organization (JIPO)

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## Instructions for Contributors

Thank you for contributing to the *JIPO*. The following remarks are intended to simplify the drafting process of your manuscript as well as the editorial work. We kindly thank you for your cooperation. If you have any questions, please do not hesitate to contact us at [friedenswarte@bwv-verlag.de](mailto:friedenswarte@bwv-verlag.de)

## Table of Contents

1. Academic Responsibility
2. Submission of Manuscripts
3. Further Requirements
4. Additional Instructions for Conference Reports / Book Reviews
5. Character Count
6. Font, Size and Margins
7. Punctuation
8. Headings
9. Abbreviations
10. Spelling
11. References
12. Reference List
13. Editorial Process
14. Special Prints

### 1. Academic Responsibility

The author bears the responsibility for the content of the contribution.

### 2. Submission of Manuscripts

- Manuscripts should be sent as a word file (.docx, .rtf, .doc) to [friedenswarte@bwv-verlag.de](mailto:friedenswarte@bwv-verlag.de).
- The *JIPO* is published twice a year in June and in December.
- Contributions can be submitted in German or English. Spelling should follow the *Duden* or the *Oxford Dictionary* respectively. We prefer the endings –ise and –isation as opposed to –ize and –ization.

### 3. Please ensure that your manuscript conforms with the following requirements:

- Your manuscript should include a **title** in both German and English as well as the **name(s) of the author(s)** and a **correspondence address** (name, academic title, position, institution, postal address, email address). You are invited to provide further information on your person, your work, or the manuscript. Please provide the correspondence address together with the abstract and keywords. Additional biographic information is to be indicated in an asterisk footnote.
- If you are submitting an article, please also provide a/an:
  - **English and German abstract** (max. 1.200 characters including spaces, single line spacing).
  - **Translation of the original title** (English or German), **short title** (abbreviated heading for columns).
  - **4–6 Keywords in English and German.**
  - **Format:** title (English and German), author, abstracts, keywords, followed by the article and the reference list at the end of the article.
- **Figures, Illustrations, Tables etc.** that are not offered by Microsoft Office should be provided as a separate file with a minimum resolution of 300 dpi and contain a Grayscale with at least 10% black content. It is the author's responsibility to obtain the copyright to reprint the used material (if applicable).
- **If you do not speak German, the editorial board – with the help of the editorial assistants – will provide for a German translation of your manuscript title, abstract, and key words.**

### 4. Additional Instructions for Conference Reports / Book Reviews

Abstracts are not required. Please provide the following information for book reviews: name of the author, title of the book, edition, publisher, place and year of publication, number of pages, price.

Please indicate the **name of the author** as well as the **correspondence address** (name, academic title, position, institution, postal address, email address) in an asterisk footnote.

### 5. Character Count

Please consult the deputy editor about the length of the article.

The following character counts serve as a rough guideline:

Section	Characters (including spaces)
Articles:	approx. 45.000–70.000
Conference Reports:	approx. 14.000–20.000
Book Reviews:	approx. 10.000–16.000

### 6. Font, Size and Margins

- **Clearness:** The different elements of the manuscript should be clearly marked (headings, running text, large quotations, foot notes etc.)
- **Simplicity:** Less is more. Please reduce the usage of paragraphs, accentuations (italics or bold) etc. Please do not underline words.
- The publisher is responsible for setting font, size, margins, space and indentions.
- Please refrain from formatting your manuscript manually (including hyphenation, foot notes, active references, indentions). Please use the formatting tools.

## 7. Punctuation

- Blank spaces should be inserted both before and after an oblique.
- An en dash ( – ) is only used for separating sentences (blank spaces before and after the dash, exceptions: pp. 5–10, 1995–1998). In any other cases, please make use of hyphens ( - ).
- Please use double inverted commas for direct citations. Please do not set direct citations in italics.
- Omissions should be indicated by a bracketed ellipsis.
- If you wish to highlight certain passages or words, please use italics.

## 8. Headings

Heading levels should be clearly marked and each level should be uniformly formatted and numbered. Please use the following heading levels: 1 / 1.1 / 1.1.1 etc.

## 9. Abbreviations

On its first mention within the text, please state the word in full with the abbreviation in parentheses. The following abbreviations do not need to be introduced.

para. / paras.	e.g.	i.a.	
i.e.	ed. / eds.	f. / ff.	Vol.
cf.	etc.	approx.	p. / pp.
et al.	Art. / Arts.	No.	sect.
UNTS	ICJ		
UN	US	UK	EU

- **Laws:** On its first mention within the text, state the law with full title or short title with the abbreviation in parentheses. For further mentioning the abbreviation can be used.
- **Conventions:** On its first mention within the text, state the full title with the abbreviation in parentheses, e.g. “Convention on Certain Conventional Weapons (CCWC)”.
- **Institutions:** On its first mention within the text, state the full name of the institution with the abbreviation in parentheses. For further mentioning the abbreviation can be used, e.g. “International Court of Justice (ICJ)”.

## 10. Spelling

- Please capitalise words in headings except for prepositions, conjunctions, and articles, regardless of the words’ length.
- In the running text use of small letters is common with the following exceptions: titles of organisations, programs, employment titles, established terms etc. There are various spellings for English words which are standardised as follows: *peacebuilding*, *nation-building*, *state-building*, *capacity-building*, *powersharing*
- If you refer to a legal discipline, please use lower case letters, e.g. “international humanitarian law”.
- “state” should be spelled in lower case letters, e.g. “state parties”.
- If you use the word “Article” in the main body of the text, please use capital letters. In footnotes, “Article” must be abbreviated as “Art.” Generally, Arabic numbers are used. Please indicate the paragraph in parenthesis with a non-breaking space, e.g. “Article 3 (2)”. The space is also inserted after the article followed by a litera, e.g. “Art. 15 (c)”. In case the quotation style differs exceptions are possible.

- Use a hyphen when using the word “non-international” (armed conflict).

## 11. References

The correct form of citation in the *JIPO* is either the “Harvard” method with the reference in parenthesis within the running text or the usage of footnotes. The reference list contains the complete bibliographical references, the references within the text only indicate to them.

Footnotes should be numbered, starting with 1. Each footnote should end with a full stop (if the footnote ends with an abbreviation, it still ends with only one full stop, not two). If a footnote refers to several sources, a semicolon should separate the sources. Please use a consistent style of quotation (examples below).

- If a source contains several authors, please list them by name and separate the names using an oblique. If a source contains more than three authors, only the first one should be listed by name, complemented by *et al.*
- Please use commas to separate the specific details of a source, e.g. „sect. 5, para. 3“.
- When referring to a source published in an academic journal or an edited collection, please do not include the first page number of the cited article / chapter or the page numbers of the complete article.
- References of literature are structured as followed: name year, page.

*Example:* “Smith 2001, p. 35”, not “Smith (2001)”, “Smith, 2001” or “Smith 2001, 35”

- If a reference refers to several sources, a semicolon should separate the sources. When indicating different texts of the same author, a comma should separate the different years.

*Example:* Smith 1999a, p. 37, 1999b, p. 87, p. 91; Miller 2001, p. 127.

- The above mentioned styles of quotation apply to all kinds of literature including journal articles and websites.

- **Court Rulings:**

Court rulings are indicated by stating the name of the court, parties (common title), date, reference and page number

*Example:*

International Court of Justice, Hungary vs. Slovakia (Gabčíkovo-Nagymaros Project), 25.09.1997, I.C.J. Reports 1997, p. 7.

- **Treaties:**

Treaties are cited by stating the official title (if applicable short title), reference (UNTS, BGBl etc.), and page number.

*Example:*

Wiener Übereinkommen über das Recht der Verträge, BGBl. 1985 II, p. 927.

## 12. Reference List

- The reference list is placed at the end of each article. It only contains literature quoted in the article. Court rulings and treaties are not listed in the reference list.
- The reference list has to be **complete**. It has to contain all the information that is referred to in the footnotes. It should include all bibliographical information (see the examples below). Please check all references in the text and the reference list for completeness before submitting the manuscript.
- The reference list is structured alphabetically in order of the **authors’ names**. Titles by the same author appear in order of their year of publication. Titles by the same author published in the same year are to be numbered with “a, b, c” in order of their appearance in the manuscript.
- **Internet Sources:** Internet sources should include the latest date on which they were used. Ideally, only one date is given for all internet sources within one article. Before submitting the

manuscript those dates should be updated. References to internet sources should always include the URL. For an uncomplicated access of the source it should be as precise as possible.

- **Punctuation:** All references end with a full stop. Within the reference most of the information (title, edition etc.) is separated by a full stop. The title should not be framed by double inverted commas. Page numbers “from ... to” are indicated with an en dash (without spaces), e.g. p. 2–4.
- **Information about Authors:**
  - If a source contains up to three authors, please list them by name and separate the names using an oblique. If a source contains more than three authors, only the first one should be listed by name, complemented by *et al.*
  - The first forename of each author is written out.
- The editors are indicated as “(ed.)”.
- Exact page numbers should be indicated, if applicable “from ... to” (with a dash without spaces). Do not use f./ff.

Source	Quotation Style	Example
<b>Monograph / Textbook</b>	Surname, forename (year): Title. Edition, place: publisher, page number.	Heyse, Liesbet (2006): Choosing the Lesser Evil: Understanding Decision Making in Humanitarian Aid NGOs. Milton Park: Ashgate Publishing, pp. 7–14.
<b>Edited Collection</b>	Surname, forename (year): Title. In: Surname, forename / Surname, forename (Ed.): Title. Edition, place: publisher, page number.	Duffield, Mark (2015): From Protection to Disaster Resilience. In: Mac Ginty, Roger / Peterson, Jenny (Hrsg.): The Routledge Companion to Humanitarian Action. Abingdon: Routledge, p. 848.
<b>Paper / Journal article</b>	Surname, forename (year): Title of paper / article. In: Journal Volume number, page number.	Dany, Charlotte (2019): Humanitäre Hilfe im Kontext der <i>Responsibility to Protect</i> : NGOs zwischen Neutralität und Instrumentalisierung. In: Die Friedens-Warte 92, p. 31.
<b>UN Document</b>	UN-Organ / Author, Title, UN-Doc., Date.	UN-Generalversammlung, Resolution 55/2, UN-Doc. A/RES/55/2, 18.09.2000.
<b>Court Ruling</b>	Court, Parties (common title), date, reference.	International Court of Justice, Hungary vs. Slovakia (Gabčíkovo-Nagymaros Project), 25.09.1997, I.C.J. Reports 1997, p. 7.
<b>Internet Source</b>	Surname, forename (year): Title. Link (with latest date of usage).	UNHCR (2015): Humanitäre Hilfe. <a href="http://www.unhcr.org/dach/de/was-wir-tun/humanitaere-hilfe">http://www.unhcr.org/dach/de/was-wir-tun/humanitaere-hilfe</a> (accessed on 05.09.2019).
<b>Treaty</b>	Official Title (if applicable short title), reference (UNTS, BGBl etc.).	Wiener Übereinkommen über das Recht der Verträge, BGBl. 1985 II, p. 927.

### 13. Editorial Process

- Following a preliminary review by the editorial board, each contribution is subject to a peer review. The result of the peer review is shared with the author(s). You may be asked to revise your contribution in accordance with the comments and the feedback of the peer reviewer.
- Copy-editing: the editorial board may suggest improvements on the draft. The proofs will be checked by the author(s) and, in case of formatting errors, by the editorial board. Only minor formatting, grammatical and spelling errors as well as minor errors concerning the content will be corrected. Major changes within the text are not possible.
- Authors do not receive remuneration; they are provided with digital access to the respective volume of the *JIPO* in the e-Library of the Berliner Wissenschafts-Verlag. Additionally, they receive a digital PDF reprint on request. For more information on self-archiving and rules for the use of PDF reprints: <https://www.bwv-verlag.de/selbstarchivierungself-archiving>
- Authors of book reviews will receive a copy (pdf) of their review.

### 14. Special Prints

- If you wish for a special print of your article, please contact Berliner Wissenschafts-Verlag (bwv@bwv-verlag.de) before printing and let us know how many copies you need.
- We calculate 0,15€ per printed page multiplied by the number of copies plus postage and value-added tax.

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